

TOWN OF BRISTOL, RHODE ISLAND



TOWN COUNCIL

Nathan T. Calouro, *Chairman*
Mary A. Parella, *Vice Chairwoman*
Antonio A. Teixeira
Timothy E. Sweeney
Aaron J. Ley

Council Clerk
Melissa Cordeiro

Town Council Meeting
Wednesday, February 28, 2024 at 6:30 PM
6:30 PM PUBLIC SERVICE INTERVIEWS/APPOINTMENTS
7:00 PM REGULAR ORDER OF BUSINESS
Town Hall - Council Chambers
10 Court Street, Bristol, RI 02809

Note: If communications assistance is needed or any other accommodations to ensure equal participation, please contact the Town Clerk's office at 253-7000. Anyone requesting interpretive services for the deaf or hard of hearing must notify the Town Clerk's office at 253-7000, 72 hours in advance of the meeting date and anyone requesting assistive listening devices or wishing to speak on a matter designated "CA" (consent agenda) or citizens public forum on the council docket must notify the Council Clerk prior to the commencement of the meeting.

In-Person Participation Only

Please be advised that the council intends to discuss and/or act upon each and every item appearing on this agenda

The public may VIEW the meeting live by using the following link <https://us06web.zoom.us/j/85153936012>, or by visiting zoom.com meeting code 851-5393-6012. Please be advised, this link will NOT allow for public participation.

Present:

Meeting Dates:

February 29, 2024 - Joint Finance Committee Meeting
March 6, 2024-Special Meeting - Capital Projects
March 18, 19, 20 and 25, 2024 - Budget Workshops
March 21, 2024- Joint Finance Committee Meeting
March 27, 2024 - Town Council Meeting & Vote on Provisional Budget

6:30 pm - Public Service Interviews and Appointments

Newport and Bristol County Convention & Visitors Bureau - One member to fill an unexpired term ending September 2026

- a. Stephan H. Brigidi, 30 Bradford Street - Interest/Appointment
- b. Brian J. Travers, 474 Hope Street - Interest/Appointment

7:00 PM REGULAR ORDER OF BUSINESS

Motion RE: Consent Agenda - To Approve the Consent Agenda

A. Submission of Minutes of Previous Meeting(s)

- A1. Town Council Special Workshop Meeting Minutes - January 10, 2024
- A2. Town Council Meeting Minutes - February 7, 2024
- A3. Town Council Executive Session Minutes - February 7, 2024 (sealed council only)

B. Public Hearings

- B1. Charles Eli Dunn, Folklore, LLC, d/b/a Folklore Provisions, 301 Hope Street - request for Class B Limited Liquor License (*see also agenda items C1,D1, and D2*)

C. Ordinances

- C1. Ordinance #2024-02 Chapter 15 Junk, Secondhand and Antique Dealer Sec. 15-36 Required conditions; Sec. 15-38 Hearing on application by town council and Sec. 15-39 Prerequisites to issuance (to comply with legislative changes exempting licensing requirements for businesses dealing with secondhand consignment goods, resale good, thrift goods and antiques) **(2nd Reading)**
- C2. Ordinance #2024-03 Chapter 16, Article V Stopping, Standing and Parking, Section 16-146 Parking time

Limited in designated area (to add a 30 min parking restriction on High Street M-F 10 am - 4pm) **(2nd Reading)**

- C3. Ordinance #2024-4 Chapter 17, Article II Alcoholic Beverages Establishments, Section 17-82 Number of Licenses (to increase the number of Class BV Limited Licenses from 7-8) **(2nd Reading)**
- C4. Ordinance #2024-5 Chapter 16 Motor Vehicles and Traffic, Article V. Stopping, Standing and Parking, Sec. 16-143 Parking prohibited at all times (one space adjacent to the driveway at 45 Congregational Street) **(1st reading)**
- C5. Ordinance #2024-06 Chapter 27, Article I Taxation, Sec. 27-7 Exemptions of persons over the age of 65 years and Sec. 27-9 Entitlements and amounts **(1st Reading)**
- C6. Ordinance #2024-07 Chapter 27 Taxation, Sec. 27-9 Entitlements and amounts (amendments to the hardship exemption) **(1st Reading)**

D. Licensing Board - New Petitions

- D1. Charles Eli Dunn, Folklore, LLC, d/b/a Folklore Provisions, 301 Hope Street - request for a Victualling License
 - a. recommendation - Town Administrator and Fire Chief
 - b. recommendation - Town Administrator and Chief of Police
 - c. recommendation - Town Administrator and Water Pollution Control
- D2. Charles Eli Dunn, Folklore, LLC, d/b/a Folklore Provisions, 301 Hope Street - request for Class B Limited Liquor License
 - a. recommendation - Town Administrator and Fire Chief
 - b. recommendation - Town Administrator and Chief of Police
 - c. recommendation - Town Administrator and Department of Community Development

- D3. Philip Fitting, British Motorcars in Bristol, in support of Explore Bristol - request for One-Day Dancing & Entertainment License at Independence Park on June 7, 2024, 5:30 p.m. to 9:00 p.m.
- a. recommendation - Town Administrator and Fire Chief
 - b. recommendation - Town Administrator and Chief of Police
 - c. recommendation - Town Administrator and Director of Recreation
- D4. Philip Fitting, British Motorcars in Bristol, request for food truck event permit in support of Explore Bristol at the lower field of the town beach, south side of Asylum Road on June 8, 2024, from 8 a.m. to 5 p.m.
- a. recommendation - Town Administrator and Fire Chief
 - b. recommendation - Town Administrator and Chief of Police
 - c. recommendation - Town Administrator and Director of Recreation
- D5. Our Lady of Mt. Carmel School, 127 State Street - request for One-Day Dancing & Entertainment License for a fundraising event on May 18, 2024, from 6 p.m. - 11 p.m.
- a. recommendation - Town Administrator and Fire Chief
 - b. recommendation - Town Administrator and Chief of Police
- D6. Bristol Police Department request for One-Day Dancing & Entertainment License for the 3rd Annual Community Night Out Event at the Town Common on August 14, 2024, from 5:30 p.m.-8:30 p.m.
- a. recommendation from Town Administrator and Fire Chief
 - b. recommendation from Town Administrator and Chief of Police

c. recommendation from Town Administrator and Director of Parks and Recreation

D7. Bristol Police Department request for One Food Truck at the 3rd Annual Community Night Out Event at the Twn Common on August 14, 2024, from 5:30 p.m. - 8:30 p.m.

a. recommendation from Town Administrator and Fire Chief

b. recommendation from Town Administrator and Chief of Police

c. recommendation from Town Administrator and Director of Parks and Recreation

D8. Victor Gomes, Vic's Corner Seafood & Catering, 465 Wood Street- request for Victualling license

a. recommendation - Town Administrator and Fire Chief

b. recommendation - Town Administrator and Chief of Police

c. recommendation - Town Administrator and Director of Community Development

d. recommendation - Town Administrator and Water Pollution Control Chemist/Pretreatment Coordinator

D9. Camille Teixeira, Chairwoman, Bristol Fourth of July Committee, request for Bingo License at the VFW Post on March 26, 2024 and September 18, 2024, both events from 6 p.m.- 8:30 p.m.

a. recommendation - Town Administrator and Fire Chief

b. recommendation - Town Administrator and Chief of Police

D10. Charles MacDonough, Bristol Fourth of July Summer Concert Series, request for Food Truck, June 19 - July 2, 2024 at Independence Park from 4:30 p.m. - 9:45 p.m. daily

a. recommendation - Town Administrator and Fire Chief

b. recommendation - Town Administrator and Director of Parks and Recreation

c. recommendation - Town Administrator and Director of Public Works

d. recommendation - Town Administrator and Chief of Police

D11. Maria J. Cesario, Treasurer, Bristol Rotary Club, request for One-Day Bingo License for a fundraiser on March 21, 2024, at St. Elizabeth's Church from 5:30 p.m. - 9 p.m.

a. recommendation - Town Administrator and Fire Chief

b. recommendation - Town Administrator and Chief of Police

E. Licensing Board - Renewals

E1. Fabio Lopes, Bristol Sunset Cafe, 499 Hope Street - Six-Month Review and Request for Consideration of One Additional Class BV Liquor License (**continued from 7-12-2023- Licensed issued August 2023**)

F. Petitions - Other

F1. Philip Fitting, British Motorcars in Bristol, request to sell/serve alcohol in support of Explore Bristol at Independence Park on June 7, 2024, 5:30 p.m. to 9:00 p.m.

a. recommendation -Town Administrator and Fire Chief

b. recommendation - Town Administrator and Chief of Police

c. recommendation - Town Administrator and Director of Public Works

d. recommendation - Town Administrator and Director of Community Development

e. recommendation - Town Administrator and Director of Parks and Recreation

F2. Joao D. Medeiros, Facility Manager, St. Elizabeth's Auditorium, request to relocate two accessible parking spaces in the vicinity of 577 Wood Street

a. recommendation from Town Administrator and Chief of Police

b. recommendation from Town Administrator and Director of Public Works

F3. Bristol Police Department request for Use of Town Common and Support of Town Council for the 3rd Annual Community Night Out Event on August 14, 2024 (event hours from 5:30-8:30 PM - set up hours begin at 11 AM)

a. recommendation from Town Administrator and Fire Chief

b. recommendation from Town Administrator and Chief of Police

c. recommendation from Town Administrator and Director of Parks and Recreation

F4. Clara Read, 11 Noyes Avenue, request for no parking in front of 8 - 10 Noyes Avenue

a. recommendation - Town Administrator and Chief of Police

b. recommendation - Town Administrator and Director of Public Works

F5. Jason Paganelli, True North Running Company re Colt State Park Half Marathon on November 3, 2024 (portion of race on public roadway)

a. recommendation - Town Administrator and Fire Chief

b. recommendation - Town Administrator and Chief of Police

c. recommendation - Town Administrator and Department of Public Works

G. Appointments

- G1. Waypoysset Trust (1 term set to expire February 2026)
- a. Bryan Leffingwell, 12 Fried Avenue, Interest/Reappointment
- G2. North & East Burial Grounds Commission (one unexpired term set to expire January 2025)
- a. Charles C. Cavalconte, 88 Church Street re letter of resignation
- G3. Bristol 250th Commission (total of nine (9) terms set to expire December 2027- members consisting of - (3) council appointments - (1) Town Administrator Appointment- (1) rep. Explore Bristol- (1) rep. Fourth of July- (1)rep. BHPS (1)-rep. BWRSD (1)-rep. RWU)
- a. Carol Gafford, 700 Metacom Avenue, Apt. 133, recommendation Fourth of July Committee
 - b. Amanda Marsili, 9 Etelvina Court, recommendation Roger Williams University
- G4. Recreation Board (3 terms set to expire February 2027 - 1 full member; 1 alternate members and 1 alternate vacancy)
- a. Michael S. Cabral, 10 Alves Street - Interest/Reappointment
 - b. Kevin Manuel, 282 Chestnut Street, 1st Alternate Member Interest/Reappointment
- G5. Harbor Commission (One term set to expire March 2024)
- a. Dominic S. Franco, 26 Tower Street - Interest/Reappointment
 - b. Vasco Castro, III, 101 Woodlawn Avenue - Interest/Appointment
- G6. Zoning Board of Review (two terms set to expire March 2029)
- a. Joseph P. Asciola, 1220 Hope Street - Interest/Reappointment
 - b. Donald S. Kern, 32 Defiance Avenue - Interest/Reappointment

G7. Bristol County Water Authority (total of two terms- 1 term set to expire February 2027 and one vancant unexpired term set to expire February 2025)

a. Robert J. Martin, 10 St. Anna Avenue - Interest/Reappointment

G8. Christmas Festival Committee (David Scarpino, Chair) re Proposed Membership 2024-2025

H. Old Business

H1. Harbor Master Marsili re - Consideration of Proposed Ordinance to include Insurance Requirements for Town Marina (continued from December 6, 2023)

a. Harbor Commission recommendation

I. Other New Business Requiring Town Council Action

I1. Library Director Dyer re Council consideration to support resolution for FY 2025 State Budget Allocation for Funding Rogers Free Library

I2. Bristol Bookfest Committee re council consideration to support Proclamation recognizing April 5-6, 2024 as Bristol Bookfest Weekend

I3. Town Clerk Cordeiro Re (Draft) Budget Workshop Schedule for Fiscal Year 2024-2025

I4. Council Consideration re 2024 Town Council Meeting Schedule Changes

I5. Director Williamson, DCD, Subdivision and Development Review Regulations Update per State Law

a. Subdivision and Development Review Regulations

I6. Draft Resolution in Support of Legislation Amending the Town of Bristol's Real Estate Tax Exemption for Persons Over the Age of Sixty-five (65) Years to Require that Eligible Properties be Owned and Occupied by Said Persons for a Period of twenty (20) Years

CF. Citizens Public Forum

PERSONS WISHING TO SPEAK DURING THE CITIZENS PUBLIC FORUM MUST NOTIFY THE COUNCIL CLERK PRIOR TO THE COMMENCEMENT OF THE MEETING

J. Bills & Expenditures

- [J1.](#) Bid #1035 Asbestos Abatement, Demolition and Site Restoration at 216 Bayview Avenue
- [J2.](#) Bid #1036 Walley School Roof Replacement
- [J3.](#) Bid #1037 Fourth of July Celebration Fireworks Display for 2024 and 2025

K. Special Reports

L. Town Solicitor

M. Executive Sessions

Consent Agenda Items:

(CA) AA. Submission of Minutes - Boards and Commissions

Approval of consent agenda = "motion to receive and place these items on file"

- [\(CA\) AA1.](#) Harbor Commission Meeting Minutes, January 8, 2024
- [\(CA\) AA2.](#) Board of Fire Engineers Meeting Minutes, February 5, 2024
- [\(CA\) AA3.](#) Zoning Board of Review Minutes, January 2, 2024
- [\(CA\) AA4.](#) Harbor Commission Meeting Minutes, February 5, 2024
- [\(CA\) AA5.](#) Historic District Commission Meeting Minutes, January 4, 2024
- [\(CA\) AA6.](#) Planning Board Meeting Minutes, January 11, 2024
- [\(CA\) AA7.](#) North and East Burial Grounds Commission Meeting Minutes September 13, 2023
- [\(CA\) AA8.](#) North and East Burial Grounds Commission Meeting Minutes, November 15, 2023
- [\(CA\) AA9.](#) Conservation Commission Meeting Minutes, January 9, 2024
- [\(CA\) AA10.](#) Bristol Housing Authority Meeting Minutes, January 11, 2024

(CA) BB. Budget Adjustments

Approval of consent agenda = "motion to approve these adjustments"

(CA) CC. Financial Reports

Approval of consent agenda = "motion to receive and place these items on file"

(CA) DD. Proclamations, Resolutions & Citations

Approval of consent agenda = "motion to adopt these Proclamations, Resolutions and Citations as prepared and presented"

(CA) EE. Utility Petitions

Approval of consent agenda = "motion to approve these petitions"

(CA) FF. City & Town Resolutions Not Previously Considered

Approval of consent agenda = "motion to receive and place these items on file"

(CA) FF1. Town of Richmond Opposing Option A Chariho Regional School District New School Initiative & Stage II Application

(CA) FF2. Burrillville Town Council Resolution Supporting House Bill 2024-H7462 Relating to Amendments to the Energy Facility Siting Act

(CA) FF3. Middletown Town Council Resolution Increasing the Allowance for Reimbursement for New Library Construction

(CA) FF4. Middletown Town Council Resolution in Support of Fully Funding State Aid to Libraries to the Full Twenty-Five Percent

(CA) GG. Distributions/Communications

Approval of consent agenda = "motion to receive and place these items on file"

(CA) GG1. Town Administrator Contente to Graphic Ink re Award Bid #1027 Souvenir Merchandise for the 239th and 240th Fourth of July Celebrations

(CA) GG2. Town Administrator Contente to Constructive Disruption, LLC re Award Bid #1026 Library Strategic Planning Services

(CA) GG3. Town Administrator Contente to Hart Engineering Corporation re Award Bid #1028 Screw Pump Repair-Main Lift Pumping Station

(CA) GG4. Town Administrator Contente re Rejection of Bid #1033 Town Beach Stage Project

(CA) GG5. Town Administrator Contente to Westway Construction Inc. re Award Bid #1034 Elevator and Installation Package for Town-Owned Building

(CA) GG6. Annual Review of Mobile Food Establishments

(CA) HH. Distributions/Notice of Meetings
(Office copy only)

Approval of consent agenda = "motion to receive and place these items on file"

(CA) HH1. Historic District Commission Meeting, February 9, 2024

(CA) HH2. Bristol Fourth of July Committee, Special General Committee Meeting, February 20, 2024

(CA) HH3. Bristol Fourth of July Committee, Reception for Military and Town Officials, February 21, 2024

(CA) HH4. Conservation Commission Meeting, February 12, 2024

(CA) HH5. North and East Burial Grounds Commission Meeting, February 14, 2024

(CA) HH6. Bristol Fourth of July Committee, Souvenir Sub-Committee Meeting, February 15, 2024

(CA) HH7. Bristol Fourth of July Committee Meeting, February 20, 2024

(CA) HH8. Bristol Fourth of July Committee, Freedom Raffle Sub-Committee Meeting, February 21, 2024

(CA) HH9. Bristol Fourth of July Committee, Block Dance Sub-Committee Meeting, February 22, 2024

(CA) HH10. Bristol Fourth of July Committee, Interfaith Sub-Committee Meeting, February 28, 2024

- [\(CA\) HH11.](#) Zoning Board of Review Meeting, March 4, 2024
- [\(CA\) HH12.](#) Capital Projects Commission Meeting, February 27, 2024
- [\(CA\) HH13.](#) Historic District Commission Meeting, March 7, 2024
- [\(CA\) HH14.](#) Technical Review Committee Meeting, February 26, 2024

(CA) II. Claims (Referrals)

Approval of consent agenda = "motion to refer these items to the Insurance Committee and at its discretion to the Interlocal Trust"

- [\(CA\) II1.](#) Matt Clarizio, 9 Deer Run Road, Claim for Damage to Property
- [\(CA\) II2.](#) Cheryl Zamil, 685 Hope Street, Claim for Personal Injury

(CA) JJ. Miscellaneous Items Requiring Council Approval

Approval of consent agenda = "motion to approve these items"

(CA) KK. Curb cut petitions as approved by the director of public works

Approval of consent agenda = "motion to grant these curb cuts per the recommendation of, and conditions specified by, the Director of Public Works"

Adjourned: _____

/mc

Posted: February 23, 2024



Town of Bristol

Board Book Report

Newport & Bristol County Convention & Visitors Bureau

Basic Information

Type Board

Status *Board*

Visibility *Public*

Creating Authority The mission of the NEWPORT & BRISTOL COUNTY CONVENTION & VISITORS BUREAU is to positively influence the economy of Newport & Bristol County, Rhode Island and its municipalities by marketing the region as a travel and tourism destination.
<http://www.gonewport.com>

TOWN COUNCIL
FEB 7 - 2024
MEETING

Composition

1 (Bristol) member, 3-year term (max. 2 terms)

- Any candidate must be employed in one sector of the hospitality industry. i.e. lodging, attractions, shopping, dining, recreation, transportation, or event management.
- The Town of Bristol has the right to enforce or waive the residency requirement for service on our board. That is a council decision.
- Appointment terms are for 3 years. Members in good standing are eligible to serve two consecutive 3-year terms or a maximum of six years on our board. The board meets 9 times a year. A 75% attendance record is expected to stay in good standing.

Board Seats

First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
			9/1/2026		<i>Visitor</i>
First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status

Status

Name Stephan H Brigidi
Application Date 12/13/2023
Expiration Date 12/13/2025
Board Member Stephan Brigidi
Status Validated

Board	Vacancies	Status
Newport & Bristol County Convention & Visitors Bureau	1	Pending

Basic Information

Name
Stephan H Brigidi

I would like to be appointed to the position because:

I am well familiar with the responsibilities of being the Town rep in hospitality and tourism having previously served for seven years. I was a very active rep for the town making annual reports directly to the Council. I supported local business in my position and always sought to expand upon proper managed tourism for our town.

Resume File

Download

Cover Letter File

Download

Generated 2/1/2024, 9:01:02 AM

Contact Information

Address
30 Bradford St
Bristol, RI 02809

Resident

No

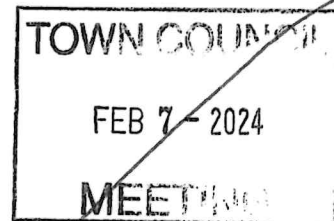
Email

Phone

Cell Phone

Occupation

Yes, I am a city employee
No





13- December 2023

To: The Honorable Bristol Town Council

From: Stephan Brigidi

Re: Interest in appointment to Discover Newport

I am pleased to put forth my candidacy for the position of Bristol Town Rep to the Discover Newport Board, also described as the Newport & Bristol County Convention & Visitors Bureau. Having served previously in this position from 2010-2017, I am well familiar with the responsibilities of this important role. I was involved with many aspects of tourism and hospitality here in serving our town. For a time, I assisted in the running of the Visitor's Center here, and supported a range of marketing initiatives to promote businesses and attractions here. I remain a member of Destination Bristol and hope to re-engage the other members to become more active.

My long-time business, Oggi Photography and the Bristol Workshops in Photography has been part of the hospitality industry for many years. Post pandemic, things have changed where we no longer have full or part time employees, however my wife-partner Julie and I continue to work as called upon with commercial photography related to hospitality and tourism. We began a long time ago as a simple mom and pop business and have come full cycle in the 21st century in managing once again a two-person operation.

I would be pleased to be interviewed by you where I may elaborate more about my own record and answer any questions you may have. And I thank you for any consideration. It is always a pleasure and honor to serve my community, and with the familiarity I have for this role, I feel confident of my abilities to serve once again. Thank you.

STEPHAN BRIGIDI

stephanbrigidi.com

30 Bradford Street Bristol, Rhode Island 02809 USA



EDUCATION

- 1976 MFA Photography & Film. Rhode Island School of Design, Providence.
Study with Harry Callahan and Aaron Siskind.
- 1973 BA Fine Arts and History, Providence College, Providence, Rhode Island

GRANTS, FELLOWSHIPS & HONORS

- 2021 Fulbright Specialist Roster Award, Fulbright World Learning, Wash. DC
- 2020 Artist Relief Grant. Alliance for Artists Communities, Providence.
- 2018 Artist Residency. Assets for Artists, MASS/MoCA. North Adams, MA
- 2016 Professor Watch List- Turning Point USA- named as "Dangerous Professor."
- 2015 RI Committee for the Humanities Project Grant- *Bristol Past & Present*
- 2013 United States Artists Projects Grant- Venice Book Project
- 2012 Roger Williams University Inclusive Excellence Diversity Grant.
- 2011 Chester College of New England Commencement Speaker.
- 2007 Recipient award of Men Who Make A Difference, Women's Resource Center.
- 1990 Rhode Island State Council on the Arts- Artist's Fellowship-Photography
- 1989 Rhode Island State Council on the Arts- Artist's Fellowship-Photography
- 1988 Rhode Island State Council on the Arts- Artist's Fellowship-Photography
University of Connecticut - Faculty Research Grant.
- 1983 Unicolor Corp.- Artists' Support Grant.
- 1982 Yaddo Artists' Colony Fellowship- Saratoga Springs, New York.
- 1980 University of Hawaii- Faculty research grant to Italy.
- 1979 MacDowell Residency- Peterborough, New Hampshire.
- 1978 National Endowment for the Arts- Photographer's Fellowship.
- 1977-8 Fulbright-Hays Fellowship to Italy, Residency in Rome.
- 1975 Rhode Island State Council on the Arts- Photographer's Grant.
Rhode Island School of Design- Graduate Fellowship.
- 1969-73 Knights of Columbus Full Scholarship to Providence College

MUNICIPAL & COMMUNITY SERVICE

- 2021- Middle Passage Ceremonies & Port Markers Project- Bristol, RI Chapter
- 2015- Arts in Common- Board member Non-profit arts initiative
- 2012- *Explore Bristol*- Marketing program Executive Committee member
- 2011-15 *Art Night Bristol Warren*- non-profit arts program, Founder & Chairman
- 2010-17 *Discover Newport-Newport-Bristol CVB* Board Member – Town Appt.
- 2008-13 *State St. Dock Restoration Committee*.- Committee Chair, Town of Bristol Appt.
- 2003-16 *Save Bristol Harbor*, Founder & Former President
- 2003-05 *ACLU Rhode Island Affiliate*- Member of the Board of Directors
- 2002-10 *Bristol Historic District Commission* - Town Council appt. 3 terms
Commission to oversee the historic integrity of the downtown area.
- 2001-10 *Bristol Conservation Commission*- appointed by the Town Council
to serve on advisory board in planning- preserving open space.
Co-author of town's Open Space Plan 2010
- 1997-98 *Save Silver Creek*- member of environmental group successful in
preserving wetlands and estuary in Bristol.
- 1988-92 *Bristol County Citizens for Better Water Management*- Citizens Advocacy

TEACHING CURRICULUM

Aesthetics: The Artistic Impulse * Bristol: Past & Present* Public Speaking*
Fine Art Photography on all levels: Analog and Digital* Painting *
The History of Photography * Non-Silver Photography * The Portrait in Photography *
Studio Lighting * Introduction to Commercial Photography * Photography as Communication *
Photographic Journaling * Wedding Photography Workshop * The Extended Print Workshop:
Toning & Hand-Coloring * Portfolio Building & Organization

PROFESSIONAL EXPERIENCE

- 2021 Panelist- Getty Museum program. Mario Giacomelli Figure/Ground Exhibition
- 2018 Visiting Artist-Critic, European Honors program-RISD Rome.
- 2010-18 Adjunct Professor of Humanities- (Aesthetics), Roger Williams University.

- 2011 Faculty Guide, Study Abroad- Sicily-Rome program. RWU
 2007-08 Special Lecturer in Photography, Providence College
 2008-15 Art Director, Adesso Media, Bristol-Publishing company
 2005-15 President. Thirty Bradford St. Assc. LLC- Real Estate Company.
 2006 Workshops Instructor. Weber State University, Ogden, Utah.
 2001-07 President - The Print Gallery, Limited -Art & Antiques retail.
 2001- President - SJS Associates, LLC- Real Estate Company
 President - The Bristol Workshops in Photography, Ltd.
 2000-05 Workshop Instructor – R.I. School of Design Cont. Ed.
 1999 Field Faculty- MFA program Vermont College
 President - The Bristol Workshops in Photography, Ltd.
 Workshop Instructor - R.I. School of Design Cont. Ed.
 1992-94 President - The Bristol Workshops in Photography, Ltd.
 President - Photographic INsight Foundation.
 Adjunct Faculty Fine Arts Division - Roger Williams University.
 Workshop Instructor - Rhode Island School of Design Cont. Ed.
 Curator - R.I. Photography exhibit, Newport Art Museum
 Workshop Instructor, Weber State Univ. Ogden, Utah
 1990-91 President & Editor - Photographic INsight Foundation.
 Adjunct Faculty Humanities Div.- Roger Williams University.
 Workshop Inst.- Holistic Counseling program, Salve Regina University
 Workshop Inst. - Rhode Island School of Design Cont. Education.
 Lecturer in Photography - Rhode Island College.
 Director - Bristol Workshops in Photography.
 1989 Painting Instructor - Providence College.
 Editor - Photographic INsight.
 Lecturer in Photography - Rhode Island College.
 Director - Bristol Workshops in Photography.
 1988 Editor - Photographic INsight.
 Workshop Lecturer - Rhode Island School of Design.
 Lecturer in Photography - Rhode Island College.
 Asst. Professor of Photography - University of Connecticut.
 Director - Bristol Workshops in Photography.
 1986-87 Editor - Photographic INsight.
 Asst. Professor of Photography - University of Connecticut.
 Director - Bristol Workshops in Photography.
 1984-85 Asst. Professor of Photography- University of Connecticut.
 Director - Bristol Workshops in Photography.
 1983 Director - Bristol Workshops in Photography.
 Visiting Artist - Dept. of Fine Arts, University of Rhode Island.
 Visiting Artist - Thomas Nelson College, Newport News, Virginia.
 Speaker - National Conference, Society for Photographic Education.
 Speaker - Northeast Regional Conference, Society for Photographic Education
 1982 Director - Bristol Workshops in Photography.
 Lecturer - Community College of Rhode Island.
 1981 Director - Bristol Workshops in Photography.
 Asst. Professor of Photography - University of Hawaii.
 1980 Asst. Professor of Photography - University of Hawaii.
 Co-Curator - "Giacomelli Photographs," Museum of Art, RISD.
 Curator - "Siskind Photographs 1933 - 1979," University of Hawaii.
 1979 Asst. Professor of Photography - University of Hawaii.
 Visiting Critic - graduate photo reviews, RISD.

PERSONAL EXHIBITIONS

- 2020 *ROME 1970s*, Robert Klein Gallery, Boston.
 2019 *ROME 1970s*, Gallery Z Providence.
 2018 *Portraits: Stephan Brigidi 45 Years of Photography*. Anna Maria College Gallery of Art.
ROME 1970s. Rhode Island Center for Photographic Arts. Providence.
 2014 *Radiance & Interpretation*. The Bristol Art Museum, RI
 2013 *Hawaii: The Mythic Landscape*. Honolulu Museum of Art
Eternal Colors of Italy. Fidelity Corporate Gallery, Boston
The City. Gallery Z. Providence.
 2011 *The Art of Collage*. Bristol Art Gallery, Bristol, RI
 2008 *The Colors of Italy*. Gallery Z, Providence Rhode Island
 2006 Bristol Art Museum, Bristol, RI
 2001 Happy White Gallery, Barrington, Rhode Island

- 1999 Cabot-Cahners Gallery, Symphony Hall, Boston
 1998 Kathleen Ewing Gallery, Washington, D.C.
 1997 Museum of Rhode Island History, RI Historical Society.
 1996 *Carnevale di Venezia*, The Witkin Gallery, New York.
 The Newport Art Museum, Newport, RI.
 1993 The Writer's Place, Kansas City, Mo.
 Lenore Gray Gallery, Providence.
 1992 *Angels of Pompeii*. The Witkin Gallery, New York.
Angels of Pompeii. Alinder Gallery, Gualala, California
Angels of Pompeii. Kathleen Ewing Gallery, Washington, DC.
Angels of Pompeii. La Strada, Houston FotoFest, Houston.
Angels of Pompeii. Gusman Center for the Arts, Miami.
 1989 *Hawaii: The Mythic Landscape*, The Witkin Gallery, New York.
 1988 Yuen Lui Gallery, Seattle.
 Photography Gallery, University of Rhode Island.
 1986 Atrium Gallery, University of Connecticut.
 1984 Honolulu Academy of Arts, Hawaii.
 Rutger Gallery, Utica, New York.
 1983 Robert Klein Gallery, Boston.
 Yuen Lui Gallery, Seattle.
 Thomas Nelson College, Virginia.
 Silver Bullet Gallery, Providence.
 1982 Bristol Art Museum, Bristol, Rhode Island.
 1980 Il Diaframma Galleria, Milano, Italy.
 Kathleen Ewing Gallery, Washington, DC
 JEB Gallery, Providence.
 1979 J. Hunt Gallery, Minneapolis, Minnesota.
 1977 The American Academy at Rome, Rome, Italy.
 Aaron Gallery, Providence.
 Virginia Commonwealth University, Richmond, Virginia.
 Thomas Nelson College, Newport News, Virginia.

COLLECTIVE EXHIBITIONS

- 2021 *Reimagining Hope*. The Colorado Arts Center- Denver
FAME. The Newport Art Museum
 2020 *All the Marvelous Surfaces: Photography Since Karl Blossfeldt*, DeCordova Museum
 2019 Invited Juror. Open Photography Exhibit. South County Art Association
 2018 *MNEMONIC*. H Gallery, Ventura, California
Seven Deadly Sins, Cotuit Center for the Arts, MA
All Things Italian. Gallery Z, Providence
 2017 *Bodies in Water*. The DeCordova Museum, Lincoln, MA
Cityscapes - Streetscapes. Gallery Z Providence
Art from AIPAD. Robert Klein Gallery, Boston
Chiaroscuro. Darkroom Gallery, Essex Jct., Vermont
Political & Historic Art. Gallery Z, Providence.
 2016 *Altered States of Collage*. San Fernando Valley Arts & Cultural Center, CA
Fifty Years of Rhode Island Art. Univ. of Rhode Island Gallery- Providence
Four Artists. Gallery Z Providence
 2015 *The Eternal Feminine*. Newport Art Museum
 2014 *Rome: The European Honors Program*. Woods-Gerry Gallery, RI School of Design
50th Anniversary Exhibition-Juried Show- Bristol Art Museum
 2013 *Building a Collection*. Fitchburg Art Museum
 2012 *Image & Innovation*. The Newport Art Museum
Rhode Island Past & Present. Big Town Gallery, Rochester, Vermont
RISD Alumni Show. Rice Street Gallery, Providence
 Juried Show, Imago Foundation for the Arts, RI
 2011 *Photographers & Sculptors of Our Times*. Gallery Z, Providence
 2010 *Harry Callahan Retrospective*, Henri Cartier Bresson Foundation, Paris
Out of the Box. DeCordova Museum, Lincoln, MA
Dalla Collezione. The Z Gallery, Providence
 2009 *New Photography*. The Old Print Shop, New York, NY
Seven Angles & Views. Narrows Center for the Arts, Fall River, MA
 2008 *The Allure of Italy*. Fitchburg Art Museum
Group Show. The Old Print Shop, New York
Photographs of Children from the Permanent Collection, DeCordova Museum

- Fidelity All Media Juried Show*, Providence Art Club
Juried Show, Bristol Art Museum
- 2007 *35 Years of Vision, Students of R. Elkington*, Providence College
- 2005 *Fidelity Photography Exhibition*, Providence Art Club
- 2004 *Faculty Show*, Rhode Island School of Design
- 2003 *Siskind and his Rhode Island Circle*- Newport Art Museum
40 Anniversary Exhibition, The Bristol Art Museum
New Acquisitions, The DeCordova Museum
Alone: Images of Isolation, The Decordova Museum
Photographic Odysseys, Santa Barbara Museum of Art
- 2001 *Images of Europe*, Decordova Museum,
Faculty Exhibition, Rhode Island School of Design
- 1998 *Sur la Tete*, The Witkin Gallery, New York
Something Old, Something New, Panopticon Gallery, Boston.
- 1997 *Recent Acquisitions*, The Newport Art Museum.
Summer Faculty Show, Woods-Gerry Gallery, RISD.
- 1996 *Recent Acquisitions*, Museum of Art, RI School of Design.
Summer Faculty Show, Woods-Gerry Gallery, RISD.
- 1995 *Under 8" X 10"*, The Witkin Gallery, New York.
Summer Faculty Show, Woods-Gerry Gallery, RISD.
- 1994 *On Heavenly Wings*, University of Hawaii Art Gallery, Honolulu.
The Flowers Show, The Witkin Gallery, New York.
Summer Faculty Show, Woods-Gerry Gallery, RISD
- 1993 *Art in Embassy program*, Dept. of State- Island of Malta.
Recent Acquisitions, Museum of Art, RI School of Design.
Oceans, Alinder Gallery, Gualala, California.
Unfettered Photographs, New Canaan Society for the Arts, Ct.
- 1992 *Spiritual Cargo*, Charter Oak Cultural Center, Hartford.
Rhode Island Photography: Three Decades, Newport Art Museum.
- 1991 *The RISD Eye*, Museum of Art, Rhode Island School of Design.
Florida Atlantic University, Boca Raton, Florida.
- 1990 *Faculty Exhibition*, Rhode Island College.
- 1989 *Photography - A Contemporary View*, Newport Art Museum.
FotoFest Gallery, Houston.
- 1988 *Transformed Icon*, Gallery One, Providence.
Art Networks 1945 - 1970, Houston FotoFest.
- 1988 *Landscapes*, The Witkin Gallery, New York
- 1987 *A Year of the Arts*, Newport Art Museum.
The Italian Artist, Art Space, New Haven.
Chairs, The Witkin Gallery, New York
Family Extensions, Houston Center for Photography.
Faculty show, Benton Museum of Art, Storrs, Connecticut.
Acquisitions, Museum of Art, University of Oregon.
New Nudes, The Witkin Gallery.
- 1986 *Dye Transfer Show*, Spectrum, Boston.
Ten Years of Photography, Museum of Art, RISD.
Fotografie Internazionale, University of Parma, Italy.
Members Exhibition, Bristol Workshops in Photography, Bristol Art Museum
The Constructed Photograph, Hera Gallery, Wakefield, RI.
25 Years of RISD at Rome, Woods-Gerry Gallery, Providence.
Art Faculty Exhibition, Benton Museum of Art, Storrs, Ct.
- 1985 *The Christmas Show*, Witkin Gallery, New York.
Recent Acquisitions, Tampa Museum of Art.
Acquisitions, Museum of the University of Oregon.
Art Faculty Exhibition, Benton Museum, Storrs, Ct.
- 1984 *Eleven Photographers*, Lamont Gallery, Exeter, NH.
Virginia Lynch Gallery, Tiverton, RI.
- 1983 *Coast to Coast*, Houston Center for Photography.
Members Exhibition, Friends of Photography, Carmel, California.
Recent Acquisitions, Chrysler Museum, Norfolk, Virginia.
Works on Paper, Lily Islen Gallery, Providence.
- 1982 *Faces*, Photography Gallery, Philadelphia.
Wailoa Center, Hilo, Hawaii.
- 1981 *New Selections*, Rizzoli, New York.
- 1980 *The Nude*, Traveling show, Canon Gallery, Amsterdam.
New England Photographers, JEB Gallery, Providence.

- 1979 *Recent Acquisitions*, Corcoran Gallery, Washington, DC.
Faculty Show, University of Hawaii, Honolulu.
Invitational show, Prince J.K.K. Gallery, Honolulu.
Alumni show, Photography Department, RISD.
- 1978 *Three American Artists*, Galleria Nuovo Carpine, Rome.

PUBLICATIONS

- 2021 *Mario Giacomelli- Figure Ground*. Getty Museum. Portrait & interview
- 2020 *Francesca Woodman: On Being An Angel*, The Classic Platform. Fall quarter
- 2019 *ROME 1970s*. Artist's Monograph. Daylight Books, North Carolina
Early Italian Works by Stephan Brigidi. Edge of Humanity Online Publication.
- 2018 *Portrait: Stephan Brigidi 45 years of Photography 1973-2018*. Catalogue, Anna Maria
Human Throes- Birth in Kabbalah & Psychoanalysis. Ruth Kara-Kaniel, Carmel Press, Israel
MNEMONIC. Catalogue H Gallery DAB Art, Ventura, California
Seven Deadly Sins. Catalogue Cotuit Center for the Arts, Massachusetts.
- 2017 *Portrait*. Artist's Monograph Limited Edition. Bristol Workshops Editions
New Music Connoisseur. Vol. 23 No. 1 Cover- New York
Aurelia. Carol Mavor, Reaktion Books, London
Stephan Brigidi Unbound. OdReview Journal V2.5 odreview.com
- 2016 *The Fire of Rome*. Artist's Edition. Bristol Workshops Editions
Afraid of the Dark: A Venetian Story. BVT Publishing, Reading, CA.
Collage Artists of America. December Newsletter, San Bernardino, CA
- 2013 *Afraid of the Dark: A Venetian Story*. Artist's Book/ Bristol Workshops Editions
Huffington Post, Arts- Photography Blog April
GET Magazine. March issue
Edible Rhody, Fall issue
- 2012 *Vogue Japan*. September, Conde-Naste Pub.
Mount Hope Journal, Fall Issue
Edible Rhody, Spring Edition
- 2011 *Air France Magazine*, January
Edible Rhody, Winter Edition
- 2010 *Family Circle Magazine*, August issue Pa.58
Harry Callahan Variations, Steidl, France
Edible Rhody, Winter & Spring issues
- 2009 *Edible Rhody*, Spring & Summer issues
- 2008 *Edible Rhody*, Summer pa. 26-29
- 2007 *Edible Rhody*, Fall pa. 18-20
East Bay Living, Cover & pa. 24-28
Providence Journal Cover *Lifebeat*. June 6th
- 2006 *East Bay Living*- January pa. 26-32
- 2005 *Vanity Fair*, December pa.118
Home Gallery Vol.1 issue 8 cover & pa.10-13
Rhode Island Group Planner pa. 12-15
- 2004 *East Bay Living* Fall pa.14-17
Home Gallery Vol.1 Issue 11- cover
Home Gallery Vol.1 Issue 12- cover & pa. 2-5
- 2002 *A Beaker*, Caroline Knox poems. Cover photo. Verse Press
- 1997 MetLife Auto & Home Employee Annual Report
Heritage Harbor Museum Brochure, Providence.
Berkshire Choral Festival Brochure, Int.
- 1996 *Angels* calendar, Graphique de France, Boston
Citizens Financial Group Annual Report 1995, Providence
Providence: A Rhode Island Mosaic, Towery Pub. Memphis
- 1995 *Remarkable People*, (Book) Sunningdale Foundation Publishing.
GBH Members Magazine, WGBH Public Television & Radio, Boston
Elementary Algebra, PWS Publishing, Boston
- 1994 *Callahan in New England*, Bell Gallery, Brown University Press.
RI Monthly Magazine, March Issue.
Catalogue, *Unfettered Photographs*, New Canaan Society for the Arts.
Syracuse Magazine Vol. 9 No. 3, New York
- 1992 *Sphinx* Journal, Winter Issue, London.
Miracles Magazine, No. 2.
- 1991 *Angels of Pompeii*, with Robert Bly (Book), Ballantine Books, Random House,
Eight Angels of Pompeii, Artist's Portfolio, Bristol Workshops.
- 1990 *Body, Mind & Spirit*, Nov.-Dec. issue.
Blessingway Calendar, Rehoboth, Massachusetts.

- Davis, Malm & D'Agostine Brochure, Boston.
- 1989 *Rhode Island Monthly Magazine*, Jan. issue.
Rhode Island Monthly Magazine, July issue.
AD Com Magazine, Sept. issue.
The Earth Suite Poster, Yaffe Publications.
Hotel Specifications, DiLeonardo Int., Pennington Pub., Kent, UK.
Gallimaufry 1988 Calendar, Providence.
- 1987 *First Alumni Folio*, Rhode Island School of Design.
Edible Art, Van Nostrand Reinhold.
Vetter & White Brochure, Providence.
American Lawyer Magazine, December, New York.
- 1986 *The Constructed Photograph*, Catalogue, Hera Gallery.
Fotografie Internazionale, Catalogue, University of Parma.
Rhode Island Elderly Affairs Calendar.
- 1985 *The Angel Suite*, Bristol Workshops in Photography.
Scrapbook No. 2., Journal of the C.G. Jung Center of Rhode Island.
- 1983 *Art New England*, April issue, Boston.
Chrysler Museum Newsletter, Vol. 3, Issue 2, Norfolk.
Studies in Silver & Grey, Bristol Workshops in Photography.
Silver Bullet Portfolio 1983, Silver Bullet Gallery, Providence.
Photographic Artists & Innovators, MacMillan, New York.
- 1981 *Ten Years; Twelve Images*, limited ed. portfolio, August, Inc.
Camera magazine, Sept. issue, C.J. Bucher Ltd. Lucerne.
12 Views, images from JEB Gallery, Providence.
- 1980 *Popular Photography Annual 80-81*, Ziff-Davis, New York.
Il Diaframma magazine, April-May issue, Milano.
Interface, Spring 1980, Providence College press.
- 1978 *Fotografia Italiana*, March issue, Milano.
Three Americans, Catalogue, Galleria Nuovo Carpine Gallery.

PUBLICATIONS - Writings on Art and other Contemporary Issues

- 2021 *Providence Journal*, "Soldiers of Color Who Fought For Freedom 243 Years Ago." Sept.5
Providence Journal, "It's time to be truthful about our history" June 24th, A 15
- 2020 *Providence Journal*, "Left or Right: Let's Live and Let Live" October 10th A 19
Providence Journal, "The Unlearning of a White Privileged Male" July 15th A 13
Providence Journal, "Liberalism Defined: A Collective Credo" July 3rd A11
- 2015 *Providence Journal*, "It's Unethical to Provoke Terrorists" Jan. 21st, A17
- 2014 *Providence Journal*, "RI's Borrowing for the Arts Will Pay Off" Dec. 13th, A14
Providence Journal, "The Root of All Evil is American Capitalism" June 27th, A15
- 2013 *Get Magazine*, Travel to Venice, February Issue
- 2004 *Perishable Theater*. Women's Festival- The Dog
- 1992 *Rhode Island Photography: Three Decades of Tradition and Innovation*,
two catalogue essays. Newport Art Museum.
- 1991 *Photographic INsight*, Vol 2, No. 3. Drex Brooks: Sweet Medicine.
- 1990 *Photographic INsight*, Vol 2, No. 2. Annual Portfolio Review.
- 1989 *Photographic INsight*, Vol 2, No. 1. Approaching the Nineties.
Photographic INsight, Vol 1, No. 4. Aaron Siskind at 85.
- 1988 *Photographic INsight*, Vol 1, No. 2-3. Robert Heinecken.
- 1987 *Photographic INsight*, Vol 1, No. 1. No title.
- 1983 *Untitled No. 32*, Introductory essay, Mario Giacomelli,
Friends of Photography, San Francisco.
- 1980 Catalogue essay, Giacomelli, Museum of Art, Rhode Island School of Design.

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Rhode Island Echo, June issue, Pa. 54-55.
- 2017 Boston Globe- Arts Oct. 25th
- 2015 Artscope Magazine July-August Pa. 22
- 2013 Providence Phoenix, October issue
The Echo, November issue- p. 32
- 2010 Providence Journal, July 8, A4
- 1999 Providence Journal, August 22, E7.
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- 1998 Washington Post, Feb. 5th, B-7.
 1996 RISD Views Annual Report 1995, p. 21.
 1995 New York Times, August 11th,
 Providence Journal, South County Oct. 30, C 1-2.
 Block Island Times, Nov. 4th, P.1
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 Rhode Island Jewish Herald, Nov. 16, p. 12-13.
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 Rhode Island Jewish Herald, Nov. 30, p. 8-9.
 Newport Daily News, Dec. 1, C 1.
 Providence Journal, East Bay Dec. 26, C 1,3.
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 1994 RISD Views, March/April, p. 12.
 1993 New York Times, Connecticut Guide, Oct. 10th.
 1993 Washington Post, Jan. 2, D-2.
 Providence Journal, March 19th, D-8.
 Bristol Phoenix, Sept. 16th, p. 19.
 The Echo, Nov. 19th, p. 25.
 Providence Journal, Nov. 19th, D-10.
 1992 Hartford Advocate, In The Arts, Nov. 19th.
 Art New England, Dec. /Jan., pp. 44-45.
 Newport This Week, Oct. 8th, p. 12.
 RISD Views, Nov./Dec., p. 8.
 1992 Providence Journal, Sept. 27th, E-1, 4.
 The Echo, March 13th, p. 16.
 The New Paper, October 8th, Sec. 2, p. 8.
 Newport This Week, Sept. 24th., p. 11.
 Providence Journal, Feb. 9th, E-1, 6.
 1991 New York Post, On The Town, Dec. 2nd.
 Rhode Island Monthly, Magazine, August, p. 17.
 The Bristol Phoenix, The Bay Window, Dec. 29th.
 Providence Business Weekly, The Arts, Feb. 18th.
 1990 Arts & Cultural Times, Sept-Oct. issue.
 Providence Journal, August 19th, E-5.
 Newport This Week, October 4th, p. 17.
 New York Magazine, Sept. 11th, p. 130.
 1989 Photography in New York Guide, Sept.-Oct., p. 12.
 Newport This Week, March 9th.
 Providence Journal, March 17th, D-5.
 1988 Art New England, Jan. pp. 24, 29.
 Providence Journal, Feb. 26th, D-7.
 1987 Views, Winter Issue, Photo. Resource Center.
 New Haven Independent, Oct. 8th, p. 2.
 New Haven Register, Oct. 18th, D-3.
 1986 Providence Journal, Sept. 28th, H-9.
 Providence Journal, May 16th, D-6.
 1984 Art New England, Vol. 5 No. 6, May.
 Honolulu Star-Bulletin, Oct. 14th, p. C-12.
 Utica Dispatch, April 1st, p. 3-F.
 1983 Providence Journal, May 20th, 10W.
 Providence Journal, Feb. 11th.
 Sunday Journal Magazine, Oct. 2nd, pp. 6-9.
 1982 Providence Journal, July 2nd.
 1980 Washington Post, July 5th, B-2.
 1980 Providence Journal, Jan 27th.
 1979 Honolulu Star-Bulletin, Nov. 11th, C-12.

TRAVEL

- 2022 Rome. New book project.
 2020 Guatemala. Photographic research
 2019 Greece, Athens & Cyclades islands- photography
 Italy- Tuscany region- photographic research
 2018 Rome- photography, research & teaching
 2017 Amsterdam & Tuscany- Photography
 Tijuana, Mexico- Photography

- 2013 Hawaii- Museum exhibition, photography and research
Vancouver, B.C. and islands- photographic project.
- 2012 Rome & Naples, photographic research- Book project
Vancouver, British Columbia- project
- 2011 Sicily & Rome, Study Abroad Faculty, Roger Williams Univ.
Vancouver, British Columbia- project
- 2010 Vancouver, British Columbia- project
- 2008 Vancouver, British Columbia- project
- 2006 San Miguel, Azores- special commission
Lanai, Hawaii, Oahu- continued work
- 2004 Jamaica- photographic work
- 2003 Italy- teaching & photography
- 2001 Paris, Switzerland extensively. & north lakes region of Italy
- 2000 Italy- Lazio, Campania & Sicilia- continued projects
- 1996 Italy- Sicilia & Toscana, project- two trips.
Hungary & Austria- commissioned work.
- 1995 Italy- Venezia, photography & book research.
- 1994 Italy- Sicilia, photography & book research.
- 1988 Hawaiian Islands - Photographic project.
- 1987 Hawaiian Islands - Project - two trips.
- 1986 French West Indies - Photography.
- 1984 US Virgin Islands - Photography.
- 1982 Italy - Research work with Mario Giacomelli.
- 1980 Italy - Research work with Mario Giacomelli.
- 1979-81 Hawaiian Islands- Teaching & residency.
- 1977-78 Italy & France - Fulbright period, photography and painting.
- 1975-76 Italy, France & West Germany - Teaching & independent photography.
- 1972 Western European Study Tour.

COLLECTIONS

Whitney Museum of American Art, New York; Bibliotheque Nationale, Paris; Corcoran Gallery of Art, Washington, DC; New Orleans Museum of Art; Center for Creative Photography, Univ. of Arizona; Museum of Art, Rhode Island School of Design; Rhode Island Historical Society; Collections of University of Parma, Italy; Chrysler Museum, Virginia; Santa Barbara Museum of Art, California; Museum of Contemporary Photography, Chicago; Tampa Museum of Art, Florida; Cincinnati Art Museum; Bristol Community College; Museum of Art, University of Oregon; Smithsonian Institution; Library of Congress; Honolulu Museum of Art; Museum of Fine Arts, Houston; Newport Art Museum; Miami Art Museum; De Cordova Museum, Lincoln, Ma.; Crocker Art Museum, Sacramento; H.L. Johnson Museum, Cornell University; Stanford Univ. Museum of Art; Peabody Essex Museum, Salem, Ma.; Fitchburg Art Museum, Ma.; Prudential Insurance Company, NY; Ramada Renaissance, NY; Taco Inc., RI; Citizens Financial Group, Providence

Board	Vacancies	Status
Newport & Bristol County Convention & Visitors Bureau	1	Pending

Name: Brian J Travers
Application Date: 1/11/2024
Expiration Date: 1/11/2026
Board Member: Brian J Travers

Occupation Information

Address: 474 Hope Street
 Bristol, RI 02809
Resident: Yes
Email:
Phone:
Cell Phone:

Contact Information

Address: 474 Hope Street
 Bristol, RI 02809
Resident: Yes
Email:
Phone:
Cell Phone:

Comments:

Reason for Appointment:
 Candidate would like to be appointed to the position because:
 former/operator of Bradford-Diamond-Norris B&B giving me
 industry knowledge lending a good fit for Bristol representative.

Application Received

Town of Bristol <no-reply@onboard.clerkbase.com>

Thu 1/11/2024 6:01 PM

To: Brian Travers <brian@bristolbnb.com>

Thank you for applying!

**** (Please note, this appointment may be subject to a police department background check) ****

Dear Applicant,

Thank you for your recent application to serve on a town board or commission. We appreciate your interest in serving our community, and we are grateful for the time and effort you put into submitting your application.

Your application has been received and will be carefully reviewed. We will be in touch with you soon to discuss next steps in the application process.

We are fortunate to have a dedicated and engaged community of residents, like yourself, who are willing to step forward and take an active role in shaping the future of our town. Your commitment to public service is truly commendable, and we thank you for your willingness to contribute your skills and experience to our town.

Once again, thank you for your interest in serving on a town board or commission. We look forward to getting to know you better and to working with you in the future.

Sincerely,

Melissa Cordeiro Town Clerk / Council Clerk

We have successfully received your application for: Newport & Bristol County Convention & Visitors Bureau

Profile

Name: Brian J Travers

Address:

474 Hope Street

Bristol, RI 02809

Yes, I am a resident: Yes

Email:

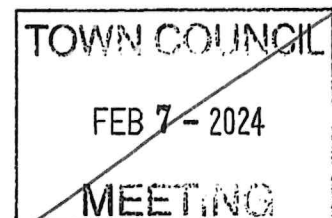
Phone:

Cell Phone:

Work/Profession

Professional Licenses:

Registrations/Certifications:



Resume File:

Cover Letter File:

Questions

I would like to be appointed to the position because: Owner/operator of Bradford-Diamond-Norris B&B giving me industry knowledge lending a good fit for Bristol representative.

TOWN COUNCIL-SPECIAL MEETING MINUTES- WEDNESDAY, Jan. 10, 2024

PRESENT: Calouro, Parella, Teixeira, Sweeney, and Ley

ALSO PRESENT: Steven Contente, Town Administrator
 Walter S. Felag, Jr., Senator District 10
 Linda L. Ujifusa, Senator District 11
 Susan R. Donovan, Representative District 69
 June S. Speakman, Representative District 68
 Absent Pamela J. Lauria, Senator District 32

The Council met in special session on Wednesday, January 10, 2024, in the Town Hall, Council Chambers, beginning at 6:00 PM, Council Chairman Calouro presiding:

1. Bristol Housing Authority (1 unexpired term set to expire January 2025)

- a. Kim Teves, 32 Brooks Farm Drive, interest/appointment
- b. Donna St. Angelo, 25 Duffield Road, interest/appointment

It is hereby noted for the record that the Council agreed, by consensus, to consider this matter for vote at the next council meeting scheduled for January 17, 2024.

The Council heard from Ms. Teves who expressed her interest in becoming a member of the Bristol Housing Authority. Discussions ensued between members of the Council and Ms. Teves pertaining to Ms. Teves's qualifications and experiences. Ms. Teves also stated why she would consider herself to be a good fit for the position.

The Council heard from Ms. St. Angello who expressed her interest in becoming a member of the Bristol Housing Authority. Discussions ensued between members of the Council and Ms. St. Angello pertaining to Ms. St. Angello's qualifications and experiences. Ms. St. Angello also stated why she would consider herself to be a good fit for the position.

2. Zoning Board of Review (2 unexpired terms set to expire March 2025)

- a. Derek Tipton, 10 Dixon Avenue - letter of resignation
- b. Paul Blasbalg, 60 Dewolf Avenue, interest/appointment
- c. George Duarte, 7 Lafayette Drive, interest/appointment (previously interviewed)

TOWN COUNCIL-SPECIAL MEETING MINUTES- WEDNESDAY, Jan. 10, 2024

d. Kim Teves, 32 Brook Farm Drive, interest/appointment

It is hereby noted for the record that the Council agreed, by consensus, to consider this matter for vote at the next council meeting scheduled for January 17, 2024.

The Council heard from Mr. Blasbalg who expressed his interest in becoming a member of the Bristol Zoning Board. Discussions ensued between members of the Council and Mr. Blasbalg pertaining to Mr. Blasbalg's qualifications and experiences. Mr. Blasbalg also stated why he would consider himself to be a good fit for the position.

The Council heard from Ms. Teves who expressed her interest in becoming a member of the Bristol Zoning Board. Discussions ensued between members of the Council and Ms. Teves pertaining to Ms. Teves's qualifications and experiences. Ms. Teves also stated why she would consider herself to be a good fit for the position.

3. Harbor Commission Advisory Committee (1 vacant seat set to expire August 2026)

a. George S. Burman, 66 Highland Road, interest/appointment

It is hereby noted for the record that the Council agreed, by consensus, to consider this matter for vote at the next council meeting scheduled for January 17, 2024.

The Council heard from Mr. Buurman who expressed his interest in becoming a member of the Harbor Commission Advisory Committee. Discussions ensued between members of the Council and Mr. Burman pertaining to Mr. Buurman's qualifications and experiences. Mr. Buurman also stated why he would consider himself to be a good fit for the position.

4. Armand Pereira for Anthony C. Almeida Post 237, 850 Hope Street re - Request for Bingo License for Thursday, January 11, 2024, Thursday, February 8, 2024, Thursday, March 14, 2024, Thursday, April 11, 2024, Thursday, May 9, 2024, and Thursday, June 13, 2024 from 5:30 PM - 9:30 PM

a. Recommendation - Town Administrator and Fire Chief

b. Recommendation - Town Administrator and Chief of Police

TOWN COUNCIL-SPECIAL MEETING MINUTES- WEDNESDAY, Jan. 10, 2024

- c. Rhode Island State Police Authorization to Conduct Weekly Bingo on Thursdays

Teixeira/Sweeney- Voted unanimously to grant this license per the recommendations received and conditions, if any, as delineated, and also subject to conformance to all laws and ordinances and payment of all fees, taxes, and levies.

5. Workshop re Legislative Agenda for 2024

Council Chairman Calouro opened the discussions by thanking members of the general assembly to be part of the open discussion and dialogue of the priorities of the town for the 2024 Legislative agenda.

Members of the Council, Senators, Representatives, and Town Administrator discussed updates on the East Bay Bike Path. Concerns were raised about fishing access, solutions were proposed, and details about the bike path Bridges were provided, indicating a completion date in the summer of 2006.

The focus then shifted to the Bristol Warren Regional School Funding. The discussion revolved around changing the transportation district, potentially saving almost half a million dollars. Discussions ensued regarding a bill that was introduced to change the transportation district to Newport County, affecting students attending private schools outside of Bristol. The school committee's request for this change was highlighted, emphasizing potential cost savings. Issues related to private school transportation and the impact of proposed changes on families were debated.

Further discussions touched on the school funding formula, the hold harmless provision, and the potential decrease in funding due to declining student populations. A bill was mentioned to provide increased funding for regionalized schools. Timely concerns about the decreasing student population and potential funding adjustments in the per-pupil reimbursement system were discussed.

The conversation also included the introduction of a bill addressing high-cost special needs students. The proposal seeks

TOWN COUNCIL-SPECIAL MEETING MINUTES- WEDNESDAY, Jan. 10, 2024

additional state funding to support these students and alleviate the financial burden on school districts.

Representatives noted the superintendent's request to initiate a bill; however, the precise language for the proposal had not yet been received. The objective is to institute a uniform statewide flat rate for Career and Technical Education (CTE) reimbursement. Currently, diverse districts impose different fees for students participating in CTE programs. The superintendent supports statewide consistency to improve stability and streamline budgeting. This implies that if a CTE student enrolls in Bristol, the sending district would consistently provide the same amount, and reciprocally.

Discussion continued to road repairs, focusing on state highways Route 114 and Route 136. It was emphasized that the towns play a crucial role in prioritizing road repairs through the TIPS program, and legislators work based on these priorities to secure funds. Mention was made of recent success with potential cost-sharing and federal funding of over a million dollars for an area around Hope Street.

The Administrator provided updates on ongoing projects, including Hope Street from Constitution to Roger Williams, which is currently in the design phase. The issue of tree removal and general maintenance, like the condition of Hope Street, was addressed.

Town Administrator noted that the town consistently engage with DOT by calling in and sending letters. However, it was important to highlight that the TIP (Transportation Improvement Program) no longer includes our formal input, a practice formerly undertaken annually by Community Development. This deviation from the usual process is attributed to the extensive workload of various ongoing projects that require significant attention. It is essential to recognize that these projects are documented in the TIP, accompanied by their respective timelines. Nevertheless, these timelines are routinely extended each year, subject to the availability of funding. As a result, the town relies on its delegation to procure funding for these projects.

Legislators discussed emergency fund repairs due to a mild winter, citing examples of projects in Warren and Bristol. The possibility of utilizing funds for further repairs this year was being considered.

TOWN COUNCIL-SPECIAL MEETING MINUTES- WEDNESDAY, Jan. 10, 2024

Concerns were raised about the considerable impact that the ongoing situation at the Washington Bridge is having on the residents and workforce of our communities. It was noted that a letter from the delegation to the DOT was submitted seeking weekly updates.

The council and delegation members engaged in a discussion about tipping fees, local and state priorities. Notably, it was emphasized that the tipping fees are fixed until June 30th, 2025. The landfill is currently projected to remain operational until 2043. The conversation extended to statewide composting efforts and the importance of educating students and promoting composting in school districts.

During the meeting, it was noted that in 2022, at the request of the Council, a resolution regarding tax exemption for nonprofit organizations was presented. The resolution passed the Senate but faced concerns in the House, leading to its withdrawal. It was explained that Mr. Kinder has approached the state representatives, expressing interest in reintroducing the bill, specifically aiming at the Benjamin Church Senior Center. The proposed bill would grant the Council the authority to provide property tax exemptions to nonprofits without state involvement. The discussion centered on whether to reintroduce the bill, considering its potential impact on tax rolls and the need for further examination. Some members suggested a case-by-case approach, emphasizing the importance of careful consideration and transparency in decision-making. Chairman Calouro highlighted the need for a deeper analysis of implications before making any decisions.

During the meeting, there were deliberations concerning the installation of street lights along Asylum Road. It was brought to attention that the Department of Environmental Management (DEM) may lack the necessary funding to implement the streetlights. The ongoing debate revolves around determining the responsible party for installing the streetlights, whether it be the town or the state. Concerns were raised regarding the hazardous nature of the road, with a willingness expressed by the town to contribute to finding a solution. Suggestions were made regarding the potential use of solar-powered lights. There was mention of DEM's reluctance to install lights, particularly when the park is closed at night to avoid disturbing wildlife. It was proposed that the town could reconsider a previously

TOWN COUNCIL-SPECIAL MEETING MINUTES- WEDNESDAY, Jan. 10, 2024

shelved project and potentially incorporate a scaled-back version of the project into the town's capital projects, with a request for financial assistance from the state.

Discussions were held concerning the recent modifications to zoning laws and underscored the significance of upholding effective communication. Council members conveyed sentiments of detachment during legislative deliberations and expressed a desire for greater involvement in the process, advocating for legislators to actively solicit input from the local community. It was noted that the decisions made by legislators lacked clarity at the grassroots level. Although the objective of augmenting affordable housing was acknowledged as commendable and aligned with the perspectives of local leaders.

During the meeting, there was discussion regarding the recent changes in zoning laws and the significance of maintaining effective communication. Council members expressed concerns about feeling disconnected from legislative conversations and emphasized the importance of greater involvement in the process. They suggested that legislators should have actively sought input from the local level to ensure better understanding and representation of community interests. While the goal of increasing affordable housing was recognized as commendable and supported by local leaders, it was noted that the recently passed zoning changes appeared to be overly broad. Some members suggested that zoning considerations should take into account more localized factors, acknowledging that bureaucratic processes are sometimes necessary despite their complexities.

Legislators emphasized that a significant aspect of the proposed package focuses on facilitating housing production to address Rhode Island's pressing need for more housing options. They highlighted the state's lowest rate of housing development and a substantial shortage of 50,000 housing units. While acknowledging concerns about communication gaps, legislators clarified that they heavily rely on the League of Cities and Towns to disseminate information about legislative changes. They expressed an understanding of the importance of improving communication with local leaders.

Discussions among legislators and council members centered on the necessity of gathering input from municipalities and considering the potential impacts of proposed changes. It was noted that adopting a one-size-fits-all approach for the entire state may not accurately address the diverse needs and

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circumstances of different areas. For instance, it was pointed out that assumptions about exclusionary zoning may not always hold true, as factors like high water tables could affect land use.

Council members also raised concerns about the potential risks of unregulated housing production and stressed the importance of maintaining oversight. They emphasized the efforts made by towns to promote diverse development while safeguarding the environment.

Legislators asserted that the proposed bills aimed to encourage density without infringing upon the authority of towns.

Concerns were raised regarding the potential conversion of downtown storefronts into residential units and the consequential impact on the town. It was noted that the Town Solicitor's office addressed these concerns and provided the opinion that the zoning bills that were passed did not permit the conversion of mixed-use buildings, particularly those in the downtown area, thus providing protection for these structures.

Concerns were brought up regarding the development within industrial zones. Over the years, the town has received numerous complaints about residential neighborhoods being situated in industrial zones, citing issues such as noise and odors. There is a fear within the town of potentially losing the industrial development that is integral to the fabric of the community. It was emphasized that preserving this industrial component is crucial for the local economy, job opportunities, and the overall well-being of the community. It was highlighted that there should be a collective effort to be mindful of these concerns and to ensure that the balance between residential and industrial areas is maintained.

Legislators highlighted that the focus of the bills primarily centers around the repurposing of vacant buildings for housing. Examples cited included schools, vacant factories, monasteries, and churches, all of which already possess infrastructure such as electricity, plumbing, and parking facilities. Instead of encroaching on farmland and green spaces, these bills aim to streamline the process for developers to utilize existing vacant buildings through adaptive reuse. While some individuals may perceive the language of the bills as overly broad, the overarching motivation remains to facilitate the revitalization of these unused structures and address housing needs more efficiently.

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Legislators highlighted that Rhode Island Housing has provided templates for municipalities, and for those interested in delving deeper, resources are available on the Rhode Island Housing website. These resources include training videos that offer comprehensive explanations of the legislative processes, accompanied by flow charts and other informative materials. While acknowledging that some of the content may be dense, it was emphasized that these resources contain detailed guidance on the implementation of legislation.

Furthermore, it was noted that Rhode Island Housing has provided guidance and financial assistance to municipalities for the implementation of these initiatives. Specifically, Bristol was confirmed to have received assistance through a municipal technical assistance grant, along with the majority of other communities in the state.

It was highlighted that Senator Felag voted against the adaptive reuse bill, whereas the other legislators approved it.

Legislators suggested that if a resolution were to be passed, they would be obligated to consider it at the very least, and likely introduce it. They expressed appreciation for the proactive approach, noting that resolutions passed by town councils have historically facilitated communication between constituents and legislators. Additionally, they highlighted that such resolutions would provide them with greater freedom to advocate for the interests of their constituents when engaging with leadership.

Discussions unfolded regarding effective means of communication and strategies for implementing corrections or amendments to recently passed zoning changes, as well as additional proposed bills brought to legislative sessions. It was suggested that a thorough examination of the legislation, pinpointing contentious language, and identifying potential issues specific to Bristol would be beneficial in crafting amendments. It was mentioned that Assistant Solicitor Teitz, who provides assistance to the planning board, had shared many concerns and implications with the board and legislators, serving as a valuable starting point for addressing these matters.

Acknowledging that these issues would not be resolved immediately, the focus was placed on providing input to legislators to initiate progress. Concerns were raised regarding

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density in accessory dwelling unit building proposed changes, particularly concerning septic and water systems. Legislators clarified that while the accessory dwelling unit package did not pass legislation, it would be reintroduced in the current legislative session. Furthermore, they assured that there were no proposed changes that would interfere with sewer, septic, or water systems, as these aspects are regulated by DEM and CRMS. Local leaders were encouraged to bring attention to any language in the proposed bills that could potentially affect these systems to the legislators' attention for further consideration

Discussions continued regarding the prospect of conducting an overall housing study.

The Administrator emphasized the immediate need to preserve manufacturing zones, suggesting that this should be the primary focus of any resolution. Excluding manufacturing zones from potential impacts could significantly safeguard the future of Bristol, ensuring job retention and sustaining the community's economic vitality. He stressed the importance of maintaining a well-balanced community, not solely focused on residential development but also encompassing working waterfronts, manufacturing, commercial sectors, and recreational spaces.

Furthermore, the Administrator mentioned the potential impact of short-term rental regulations, noting that addressing this issue could alleviate some housing challenges. He pointed out that in Bristol, many homes remain underutilized due to seasonal occupancy or being converted into Airbnb rentals for higher income potential. Exploring long-term solutions to these issues was deemed essential for addressing broader housing concerns effectively.

Legislators highlighted the success of Roger Williams University and its significant impact on the town of Bristol. They underscored the importance of understanding the university's plans for expansion and housing within its campus. This understanding is crucial in addressing housing challenges within the community, as high rental prices incentivize homeowners to rent to college students rather than young families. They emphasized the necessity of engaging in discussions with Roger Williams University to ascertain their expansion plans and housing strategies. The legislators emphasized that failure to address these issues risks excluding young people from housing opportunities within the community, particularly considering the

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soaring housing prices as reported in recent editions of the Bristol Phoenix.

Concerns were raised about the dilemma faced by property owners when deciding whether to rent to families or opt for short-term rentals. It was noted that some property owners may lean towards short-term rentals and college students due to concerns about potential non-payment of rent by long-term tenants, leaving them with financial burdens. It was suggested that addressing this aspect of rental management, such as mitigating the risks associated with non-payment of rent, as another important consideration in the broader discussion about housing policies and regulations.

Legislators noted that Lauren Carson from Newport chairs a commission on short-term rentals and encouraged the Council and the Administrator to send a statement to the commission regarding any concerns or preferences regarding short-term rentals in Bristol. It was mentioned that Newport faces a larger Airbnb issue and that now would be an opportune time to voice any statements to the commission.

Additionally, two significant issues regarding the accessory dwelling unit (ADU) bill were highlighted: whether ADUs should be required to be owner-occupied and if there should be a minimum-year lease. The importance of Bristol's input on these matters was emphasized and the Council and the Administrator were encouraged to convey their position on ADU policy to the commission. Considering that the speaker intends to pass the ADU bill soon, the urgency of providing feedback on these issues was stressed.

The council thanked the members of the general assembly for their time and consideration in attending the workshop.

There being no further business, upon a motion by Councilman Teixeira, seconded by Councilman Sweeney, and voted unanimously, the Chairman declared this meeting to be adjourned at 9:41 PM.

Melissa Cordeiro
Council Clerk

TOWN COUNCIL MEETING MINUTES-WEDNESDAY, FEBRUARY 7, 2024

The council met on Wednesday, February 7, 2024, and called to order at 7:00 p.m. in the Town Hall, Council Chambers, Council Chairman Calouro presiding:

PRESENT: Council Chairman, Nathan Calouro
 Vice-Chairwoman, Mary Parella
 Councilman, Antonio "Tony" Teixeira
 Councilman, Timothy Sweeney
 Councilman, Aaron Ley

ALSO PRESENT: Town Administrator, Steven Contente
 Town Solicitor, Michael Ursillo, Esq

ABSENT: Town Sergeant, Archie Martins

Motion RE: Consent Agenda - To Approve the Consent Agenda

Sweeney/Teixeira- Voted
 unanimously to approve the Consent
 Agenda as prepared and presented

A. Submission of Minutes of Previous Meeting(s)

A1. Town Council Meeting - January 17, 2024

Sweeney/Teixeira - Voted
 unanimously to approve the minutes
 of January 17, 2024, with the
 specified adjustments, which
 include adding the motion to
 agenda item I2 and rectifying the
 spelling of Dylan Ferrera to
 Ferreira.

Prior to the vote being taken, Clerk Cordeiro acknowledged that she had been informed that the motion concerning agenda item I2 from the previous council meeting on January 17, 2024, had been unintentionally omitted. She stated that it should be included to reflect: Teixeira/Sweeney- Unanimously voted to reject the proposed ordinance. Additionally, she pointed out that Mr. Ferreira's name was misspelled as "Ferrera" in item I2 and should be corrected to read "Ferreira."

A2. Town Council Special Workshop - January 24, 2024

Teixeira/Sweeney - Voted unanimously to approve the minutes of January 24, 2024, as prepared and presented.

(Move agenda Item)

*Sweeney/Teixeira- Voted unanimously to suspend the regular order of business to consider agenda item H1 at this time.

**It is hereby noted for the record that discussion and action concerning agenda item H1 appear, in place, as found within*

B. Public Hearings**C. Ordinances**

- C1.** Ordinance#2024-01 Chapter 11 & 18, Chapter 11 - Comprehensive Schedule of Fees. Sec 11-1 Comprehensive schedule of fees and Chapter 18-Parks and Recreation Article I - In General Sec 18-11 - Bristol Parks and Recreation special event **(2nd reading)**

Sweeney/Teixeira- Voted unanimously to consider this action to constitute the Second Reading for the adoption of Ordinance #2024-01. Advertise in the local newspaper

- C2.** Ordinance 2024-02 Chapter 15 Junk, Secondhand and Antique Dealer Sec. 15-36 Required conditions; Sec. 15-38 Hearing on application by town council and Sec. 15-39 Prerequisites to issuance (to comply with legislative changes exempting licensing requirements for businesses dealing with secondhand consignment goods, resale good, ~~thief~~ thrift goods and antiques) **(1st Reading)**

Teixeira/Sweeney- Voted unanimously to consider this action to constitute the first reading of Ordinance #2024-02. Advertise in the local newspaper.

- C3.** Ordinance #2024-03 Chapter 16, Article V Stopping, Standing and Parking, Section 16-146 - Parking time Limited in designated area (to add a 30 min parking restriction on High Street M-F 10 am - 4pm) **(1st Reading)**

Sweeney/Teixeira- Voted unanimously to consider this action to constitute the first reading of Ordinance #2024-03. Advertise in the local newspaper.

- C4.** Ordinance #2024-4 Chapter 17, Article II Alcoholic Beverages Establishments, Section 17-82 - Number of Licenses (to increase the number of Class BV Limited Licenses from 7-8) **(1st Reading)**

Teixeira/Sweeney- Voted unanimously to consider this action to constitute the first reading of Ordinance #2024-04. Advertise in the local newspaper.

D. Licensing Board - New Petitions

- D1.** Bristol Harbor Inn d/b/a BHI LLC, 259 Thames Street - request for Dancing & Entertainment License

- a. recommendation - Town Administrator and Fire Chief
b. recommendation - Town Administrator and Chief of Police

Teixeira/Sweeney-Voted unanimously to grant this license per the recommendations received and conditions, if any, as delineated, and also subject to conformance to all laws and ordinances and payment of all fees, taxes, and levies. Subject to a six-month review.

E. Licensing Board - Renewals

F. Petitions - Other

F1. Edward J. Correia, Carnival Chairman for the Fourth of July Committee re - Request Use of Town Common for Carnival, June 17 - July 6, 2024, (set up June 17 - June 20, 2024, breakdown July 4 - July 6, 2024, Carnival open June 21 - July 4, 2024, from 5PM - 11PM except on July 4th from 12PM - 5PM)

- a. recommendation - Town Administrator and Fire Chief
- b. recommendation - Town Administrator and Chief of Police
- c. recommendation - Town Administrator and Director of Parks & Recreation
- d. recommendation - Town Administrator and Department of Public Works

Teixeira/Sweeney- Voted unanimously to approve the petition per the recommendations received and subject to conformance to all laws and ordinances and payment of all fees, taxes, and levies

F2. Library Director Dyer, on behalf of Rogers Free Library and Bristol BookFest Steering Committee, request to sell/serve alcohol on town property on April 5, 2024

- a. Recommendation - Town Administrator and Fire Chief
- b. Recommendation - Town Administrator and Chief of Police

Teixeira/Parella- Voted unanimously to approve the petition per the recommendations received and subject to conformance to all laws and ordinances and payment of all fees, taxes, and levies

F3. Stephen Cavalieri, 45 Congregational Street re Request for no a parking box on Congregational Street (from

the southeast corner of his residence extending east on the north side of Congregational Street)

- a. recommendation - Town Administrator and Chief of Police
- b. recommendation - Town Administrator and Director of Public Works

Sweeney/Ley- Voted unanimously to refer this matter to the Town Solicitor so that he may draft ordinance language for Council consideration on February 28, 2024.

~~**F4.** Town Administrator and Director of Public Works recommendation re Stephen Cavalieri request for no parking box on Congregational Street~~

It is hereby noted for the record that agenda item F4 was a coding error in the meeting agenda platform and the referenced recommendation was provided in conjunction with agenda item F3. NO ACTION TAKEN.

G. Appointments

- G1.** Newport and Bristol County Convention & Visitors Bureau
 - a. Brian J. Travers, 474 Hope Street
Interest/Appointment
 - b. Stephan Brigidi, 30 Bradford Street
Interest/Appointment

Teixeira/Parella- Voted unanimously to instruct the Clerk to set a special meeting for interviews to be held at the next council meeting on February 28, 2024, or at the convenience of the parties

- G2.** Board of Fire Engineers (terms set to expire February 2025)

- a. recommendation - Town Administrator and Fire Chief

Parella/Teixeira- voted unanimously in favor of the slate of candidates for the ensuing term based on the recommendation of the Fire Chief.

G3. Auxiliary Harbormaster (term to expire January 2025)

- a. recommendation - Harbor Master to Appoint Thomas Lake, 6 Deer Run Road

Teixeira/Sweeney- Voted unanimously to appoint Thomas Lake to the Auxiliary Harbormaster with a term set to expire in January 2025, per the recommendation of the Harbormaster.

G4. Bristol 250th Commission (total of nine (9) terms set to expire December 2027- members consisting of - (3) council appointments - (1) Town Administrator Appointment- (1) rep. Explore Bristol- (1) rep. Fourth of July- (1)rep. BHPS (1)-rep. BWRSD (1)-rep. RWU)

- a. Douglas O'Roak, 513 Wood St, Apt 3
(TC) (interest/appointment)

- b. Andrea Rounds, 15 Mild Street (TC) (interest/appointment)

- c. Michael Reilly, 21 Sandy Lane (TC) (interest/appointment)

- d. Warren Rensehausen, 112 Church Street (TC) (interest/appointment)

- e. Alayne White, recommendation Explore Bristol Representative

- f. ~~Caree~~ Catherine Zipf, recommendation Bristol Historical and Preservation Society Representative

- g. Jessica Almeida, recommendation BWRSC Representative

h. Town Administrator recommendation, Louis P. Cirillo, 28 Central Street

Sweeney/Parella- Voted unanimously to instruct the Clerk to set a special meeting for interviews at the convenience of the parties; and to appoint; Alayne White, Catherine Zipf, Jessica Almeida, and Louis Cirillo as the representatives of said board with a term(s) to expire December 2027.

Prior to the vote being taken, the correction of the spelling or the name in item G4f was noted for the record to read Catherin Zipf.

G5. Assistant Harbormasters (term to expire January 2025)

a. recommendation - Harbor Master to Appoint:

Sean McCormack, 206 Poppasquash Road

James Vieira, 181 Mt. Hope Avenue

Michael Mazzone, 2 Ambrose Court

Teixeira/Sweeney- voted unanimously in favor of the slate of candidates for the ensuing term based on the recommendation of the Harbor Master.

The council expressed gratitude for the public's interest in serving on town boards or commissions. They encouraged those who were not appointed during this session to explore other boards that might align with their interests. The council also extended thanks to all applicants for their participation.

At the conclusion of the board appointments, Chairman Calouro took a moment to express his deep gratitude and appreciation for all members of the community who volunteered their time to serve on one of the town's many boards and commissions. He acknowledged the invaluable contributions of these individuals, recognizing their commitment to the betterment of the community. Chairman Calouro emphasized the importance of their selfless efforts in helping to shape and enhance the town's governance. On behalf of himself and the members of the council, he extended

a heartfelt thank you to all those who dedicated their time and expertise to the collective well-being of the community.

H. Old Business

H1. Pare Engineering - Bristol Elks Lodge Dock update

- a. Memo - recommendation from Bristol Harbor Master and Pare Engineering
- b. Bristol Elks Lodge minutes

Sweeney/Teixera- voted unanimously to receive and file the Pare Engineering Study; with the condition that the slips remain available for the Elks as the town continues to collaborate with them during their study and incorporate the harbor master's recommendation for the establishment of a written policy ensuring the appropriate handling of slip usage.

Prior to the vote being taken, Brian Dutra and Todd Turcotte representatives from Pare Engineering Corporation, addressed the council. They delivered a presentation featuring a slideshow that outlined their evaluation of the potential impacts of the town's marina expansion at the pier near the Elks facility. It was noted that a comprehensive wave rendering analysis of the post-conditions was not conducted. Instead, a limited wind probability analysis was performed, which will be discussed shortly. The expansion of the dock at Church Street commenced with conceptual designs in 2013, followed by design and permitting by Pare in 2016. Permits were received at the end of 2020 into 2021, with construction beginning in 2021 and the ribbon cutting occurring in June of 2022.

Mr. Turcotte noted that certain areas of site exposure influenced the design criteria, particularly the susceptibility of the area to south-southwest winds. Protecting the marina from five-foot waves originating from this direction was a key aspect of the design. To achieve this, a wave attenuator was installed and designed. For those unfamiliar, a wave attenuator is a structure designed to reduce incoming waves, ensuring safer conditions within the marina. In this case, a concrete float,

approximately six feet deep and sixteen and a half feet wide, anchored with elastomeric tendons and sixteen-ton anchors, was utilized.

He explained that this concrete float acts as a barrier within the water column, causing waves to reflect off it upon impact. As a result, only a fraction of the original wave is transmitted, making the wave attenuator highly effective in maintaining optimal conditions within the marina. Such structures are commonly employed to ensure the operational efficiency of marinas.

The presentation delved into the following information:

- The project history
- site exposure
- the wave attenuator
- overview of the Bristol Elks Lodge location and its surroundings
- Observed conditions
 - Noting similar wave reflections hitting off the stone revetment near the Elks Lodge that reflects back in front of the float.
- Methods -
 - ASCE Definitions
 - Wave Growth
 - Wave Reflection
 - Noting that for this evaluation they considered the scenario where a wave hitting the wave attenuator reflects entirely, although, in reality, it's usually less than 100%. However, for conservative estimation, they assumed complete reflection. When a wind-generated wave hits the wave attenuator, it can effectively double in height upon reflection. For instance, a six-inch wave hitting the attenuator could bounce back and combine with another six-inch wave, resulting in a total wave height of one foot, exceeding the threshold for favorable birthing conditions.
- Fetch pre-construction
- Suggested affects
- Other Consideration

In conclusion, their findings indicate that we are primarily limited by duration, with wind speeds of around 11 knots being the key factor in producing waves exceeding one foot. These conditions are more prevalent during the boating season, which

they defined as running from May 1st to October 31st, encompassing normal activity hours from 7 am to 9 pm. Noting that while the wave conditions are primarily influenced by duration, the presence of the wave attenuator may alter the wave patterns slightly, particularly in the direction towards the Elks. We analyzed wind speeds and their frequency during the boating season to provide a comprehensive understanding of the potential wave conditions in the area.

Mr. Turcotte noted that another factor to consider is the condition of the wave fence integral to the Coast Guard pier. Pare Engineering Group has recently been informed that this wave fence, which previously provided protection, is now in need of repair and is not functioning as effectively as before. As a result, the area once shielded by the Coast Guard pier is experiencing increased exposure to wave action. These multiple factors contribute to the evolving conditions in the area and warrant further consideration in our assessment.

In summary, our report indicates that there is a 4% probability of encountering wave conditions rated as good to fair, rather than strictly good. Outside of this narrow window, wave conditions are generally moderate to fair. Our analysis was based on data from NOAA tide gauges collected over the course of the year 2023, focusing on a specific and limited timeframe to derive these findings.

Discussion ensued regarding the potential conditions of the timber structure under the Coast Guard pier and the potential effects on the Elks pier.

It was noted that the new marina protects the Elks from the north winds.

Vice Chairwoman Parella highlighted that recent years have seen an increase in storm activity, characterized by strong winds and frequent storms. While some may attribute this to the construction of the marina, she questioned how much of it could be attributed to climate patterns themselves. Mr. Turcotte acknowledged that climate-related factors are indeed significant considerations in engineering projects. He emphasized that flooding incidents, such as the marina flooding the street on multiple occasions in the past month, are becoming more frequent. This increased frequency of extreme weather events undoubtedly factors into engineering decisions and planning considerations.

Discussions ensued regarding climate change and its effects.

Harbor Master Marsili addressed the council, highlighting his prior role overseeing the Coast Guard station in town for five years. He echoed concerns about the deteriorating fencing at the station, which has required periodic maintenance. A project was initiated in 2014 to address some of these issues. Regarding dock usage, he mentioned that an agreement was made last year allowing boaters from the Elks to utilize the town marina, though this occurred only twice.

Harbor Master Marsili noted that his recommendation, in alignment with PARE Corporation, is that no additional wave attenuation equipment is needed. Instead, he suggests implementing a more formal agreement or Memorandum of Understanding (MOU) to clearly define dock usage terms and conditions, limited to bad weather.

Eric Gardner, residing at 1 Bowden Avenue, Barrington, addressed the council, pointing out that Pare Engineering was the same company that provided the evaluation as the one that engineered the town's project. He inquired about the distinction between a wave attenuator and a floating breakwater. In response, Mr. Turcotte clarified that although Pare Engineering was involved in designing the marina, the engineers responsible for the evaluation were not part of the design project, and their analysis was conducted independently.

Mr. Turcotte went on to explain the difference between a breakwater and a wave attenuator.

Mr. Gardner voiced his concerns with the wave attenuator and why no impact study was done.

Mr. Turcotte spoke on the process of the project.

Mr. Gardner raised concerns about the delay in addressing the issue, which was initially brought to the town's attention over 14 months ago in December 2022. He noted that action was only taken after the Elks Lodge, a nonprofit, commissioned a \$6,000 coastal impacts report, which highlighted potential problems not only with the docks but also with the bulkhead and structure. The report was delivered to the town in May, giving the town's engineers a month to review it. However, the town requested more time to propose a solution. Seven months later, the Elks were not given the same courtesy, and they were not formally notified of this decision in writing. Mr. Gardner requested additional time for their engineer to review the report and prepare for a public discussion.

Sheila Belanger, residing at 87 King Phillip Avenue, addressed the council, stating her involvement with the Elk's Lodge committee and her background as a Coast Guard Captain. She expressed concerns regarding the wind study conducted in 2023, noting that it may have coincided with a particularly calm boating season, which could explain why the Elks may not have utilized the docks as frequently. She suggested that the town should have conducted a more comprehensive study and requested that an independent engineer oversee the study to ensure its impartiality.

Tim Palmer of 7 Church Cove Road addressed the council, pointing out that the timing of the study did not align with the Elks' typical use of the docks, which primarily occurs from 4-8 pm when wind speeds are typically higher.

Discussions ensued regarding wind speed studies.

Steve Groteu of 403 Wood Street addressed the council, raising questions about certain slides in the presentation. He expressed concerns about how the reflection of the waves may not accurately reflect the impact on the Elks' bulkhead.

Brian Henry, residing at 4 Fairmont Avenue, addressed the council, expressing his concerns about the increased difficulty of docking at the Elks when wind speeds reach 7-8 knots, which he noted as being different from previous years.

Zachary Heath of 33 Brooks Farm Drive, a member of the Elks for 12 years and captain of the Elks Hardliner Club, voiced his concerns about the significant difference observed between the before and after conditions following the installation of the new marina.

Rick Baccus of 311 Woodbridge Lane addressed the council, expressing concerns about the impact of the seawall. He requested that the town collaborate with the Elks Lodge to assess the effects of potential seawall damage to prevent any risk of losing their building. Sweeney inquired if the seawall was at risk, to which Mr. Baccus responded that they were uncertain if it was directly related to the installation of the new marina, hence the recommendation for a partnership and study.

Chairman Calouro summarized that the study indicated a low to minimal impact of the new marina. He emphasized that the current situation did not justify spending \$30,000 on an extensive study, considering the findings of minimal impact. He expressed

reluctance to allocate taxpayer money for the study. Vice Chairwoman Parella suggested that the Elks provide a proposal for the study to determine if further action is necessary. She acknowledged that while the marina might have had some impact, other factors such as climate change and storm surges have also affected the community. She also recommended that documentation on previous conditions be submitted.

Councilman Sweeney expressed his appreciation for the Elks and their significance to the community, highlighting the value of their partnership with the town. He emphasized the importance of considering the facts presented in the case. Based on Pare's analysis and the recommendation from the harbor master, he suggested that the Elks should proceed with their study independently. However, he proposed a motion to receive and file the matter, with the condition that the slips remain available for the Elks as the town continues to collaborate with them during their study.

Chairman Calouro emphasized for the record that the town places full trust in the professionals hired to provide their expert opinions, considering them as an extension of the town's authority.

Chairman Calouro requested that the motion be amended to incorporate the harbor master's recommendation for the establishment of a written policy ensuring the appropriate handling of slip usage

2. Stephan Brigidi, 93 Highland Road re Presentation of Selected Design Sculpture for Bristol Middle Passage Port Marker Project
 - a. Middle Passage Port Marker Project Minutes, September 21, 2022
 - b. Port Marker Intro
 - c. Proposed Port Marker Design
 - d. Passage Port Marker additional supporting information

Sweeney/Teixeira- voted
unanimously to approve the
selected design sculpture for the

Bristol Middle Passage Port Marker Projects subject to the approval of all and any permits and overseeing authority such as but not limited to CRMC, local and state historical preservation commissions.

Prior to the vote being taken Stephan Brigidi, who resides at 93 Highland Road, spoke to the council. Mr. Brigidi gave the council an outline of the Bristol Middle Passage Port Marker Project, detailing the process leading to the selection of the final model and the chosen artist responsible for fabricating the sculpture.

Dr. Bernard Feedman, residing at 864 Hope Street, addressed the council, offering a brief overview of Bristol's history of the slave trade. Additionally, he introduced the winning artist responsible for the Port Marker Sculpture, Professor Spence Evans.

Professor Spence Evens addressed the council, discussing the significance of the memorial design and the importance of historical context in the Bristol Middle Passage Port Marker Project. He emphasized his practice of community engagement before initiating any project and highlighted the community's connection to history and the need for clarity in representing it. Professor Evens explained the symbolism of the two adults and one child in the model, representing African ancestors and members of the Pocono tribe, while deliberately omitting depictions of pain and trauma to preserve the groups' true identities and promote a positive narrative of resilience. He emphasized the project's focus on hope and resilience rather than guilt, stressing the enduring nature of monuments and their role in fostering connections between past, present, and future generations.

Professor Evens expressed his hope for the project to serve as a unifying symbol for the community, highlighting the council's role in advancing reconciliation efforts. He reiterated his commitment to community involvement in public art projects and emphasized the project's potential to promote reflection and unity within the Bristol community.

The council members conveyed their gratitude for the design and the thoughtful context behind the model. They extended their congratulations to the artist for winning the design award.

It was mentioned that there would be a plaque containing a summary of the project along with a QR code. This QR code would grant visitors access to detailed information about the history of the slave trade related to the project.

It was noted that the sculptures would be crafted from bronze material, with the figures varying in size. Specifically, the adults would stand approximately 6 feet tall.

During the meeting, there was a moment to recognize the extensive effort invested in the Bristol Middle Passage project. Gratitude was extended to Dr. Freeman for his dedicated work and consistent attendance at numerous meetings. The library was also thanked for its role in hosting the monuments or their replicas. Additionally, acknowledgment was given to two other noteworthy monuments and the labor put into their creation. Finally, special appreciation was expressed to Professor Evans for his significant contributions. His thoughtful and heartfelt work, particularly evident in the chosen design, was commended, with the sentiment that it held a powerful message open to interpretation by all.

Peter Hewitt residing at 11 Wendy Drive, addressed the council and voiced his dissatisfaction with the proposed location of the marker on town property during his address to the council. He expressed a preference for its placement on private property instead. Additionally, he emphasized his hope that the funding for the sculptures would be sourced from private sources rather than public funds.

I. Other New Business Requiring Town Council Action

II. WPC Superintendent DaSilva re Screw Pump Repairs

a. Main Lift Pump Station Supporting Documentation

Teixeira/Parella- voted unanimously to approve the funding of the negotiated screw pump repairs to be allocated from the Enterprise Fund Balance account.

Prior to the vote being taken, Director Jose DaSilva addressed the council with a brief summary of the main lift pump station project, highlighting that the project had undergone bidding processes twice. He noted that despite expectations, the bids had exceeded anticipated costs on both occasions.

Chris Cronan, an engineer representing PARE, addressed the council, delivered a PowerPoint presentation, and reviewed the following:

- Main lift pump station
 - Screw pumps maintenance
 - Recent repairs and evaluation of damages
 - 2023 Screw Pump evaluation on the South Pump and North Pump
- Project challenges
 - Access
 - Bypass pumping
 - Upper bearing replacement
- Previously estimated bid estimates and received proposals
 - Bid negotiation and bid reevaluations'
 - Bid review
 - Unexpected cost factors

It was noted that the required critical project was negotiated to \$749,000 and recommended the council award the bid to HART Engineering Corporation in the amount of \$749,000.

Treasurer Hassell informed the council that there were approximately 1.7 million dollars available in the enterprise fund balance. Out of this, \$500,000 had been allocated for the approved electrical system improvement project. If these funds were approved for the project, it would leave approximately \$400,000 in the enterprise fund balance. Concerns were raised regarding the potential risk to the town by using these funds. Treasurer Hassell pointed out that historically, the average balance over the years had been around \$700,000.

I2. Bristol Christmas Festival Committee re Grand Illumination Celebration and European Christmas Festival

Sweeney/Ley- voted unanimously to receive and file.

Prior to the vote being taken, David Scarpino, Chairman of the Bristol Christmas Festival, along with Christmas Committee member Laura Scarpino, addressed the council. They presented an overview of the committee's after-action report on the Christmas events, which utilized community surveys focusing on safety, security, impact on businesses, and community engagement. They highlighted challenges such as the lack of indoor space and crowded outdoor venues. Their purpose in addressing the council was not to make requests but to provide an opportunity for feedback on proposed options, including:

- Moving the entire Christmas festival to the town common.
- Combining the grand illumination and the festival.
- Moving the grand illumination to the town common

They elaborated on their reasoning behind the proposed options, highlighting various factors such as the utilization of pathways on the town common, which would eliminate the need to close public streets. Additionally, they discussed the potential use of adjacent buildings, emphasizing the central location of the town common. Safety and security were also mentioned as considerations, with the aim of limiting the use of public resources to just one weekend. Moreover, they brought attention to a 60-foot spruce tree located on the common that could be utilized for the tree lighting ceremony. While this might deviate from tradition, it was suggested that it could enhance the overall experience.

While members of the council expressed support for utilizing the town common for the Christmas festival and European Christmas Market and aligning the event with the same weekend as the grand illumination, they expressed apprehension about deviating from tradition by moving the tree lighting ceremony to the town common.

CF. Citizens Public Forum

PERSONS WISHING TO SPEAK DURING THE CITIZENS PUBLIC FORUM MUST NOTIFY THE COUNCIL CLERK PRIOR TO THE COMMENCEMENT OF THE MEETING

J. Bills & Expenditures

- J1.** Bid #1031 Souvenir Trailer Bristol Fourth of July Committee

Sweeney/Teixeira- Voted unanimously to refer this matter to the Town Administrator and the Fourth of July Committee to act in the best interest of the Town.

Prior to the vote taken, the Clerk read the following bids:

- Legacy Brothers Inc. in the amount of \$25,770.00
- Verde, Inc. in the amount of \$ 23,495.00
- Millennium Trailers in the amount of \$22,560.75
- Phoenix Contracting in the amount of \$52,750.00
- Wright Trailers Inc. in the amount of \$20,155.00
- Technology International, Inc. in the amount of \$27,000.00

J2. Bid #1033 Town Beach Stage Project

Teixeira/Parella Voted unanimously to refer this matter to the Town Administrator to act in the best interest of the Town.

Prior to the vote taken, the Clerk read the following bids:

- Westway Construction Inc., in the amount of \$602,800.00
- Maron Construction Co., Inc., in the amount of \$652,600.00
- JML Excavation, Inc. in the amount of 447,230.00
- New England Building & Bridge Co., Inc., in the amount of \$462,000.00
- Mill City Construction, Inc., in the amount of \$499,900.00
- Bently Builders, LLC. in the amount of 623,624.00
- Collins Construction Co. Inc./ in the amount of \$530,673.00

J3. Bid #1034 Elevator and Installation Package for Town-Owned Building

Teixeira/Sweeney- Voted unanimously to refer this matter to the Town Administrator to act in the best interest of the Town.

Prior to the vote taken, the Clerk read the following bids:

- Westway Construction Inc., in the amount of \$198,000.00

K. Special Reports

- K1.** Juan Mariscal, Chairman, Bristol County Water Authority. Tri-Town Monthly Report, January 23, 2024

Sweeney/Teixeira- Voted unanimously to receive and place this matter on file.

Prior to the vote being taken, Councilman Teixeira highlighted the FY 2025 rate increase mentioned in the report, projecting a 5% rise expected to elevate the average annual home bill by \$41. Additionally, Councilman Ley brought attention to the postponement of the Pawtucket water supply system project due to the situation with the Washington Bridge.

L. Town Solicitor

M. Executive Sessions

M1. Director Williamson request for Executive Session Pursuant to RIGL § 42-46-5(a) (5) Open Space Acquisition

Sweeney/Teixeira - Voted unanimously to convene in Executive Session pursuant to RIGL Section 42-46-5 (a) (5) concerning the Acquisition of Open Space at 9:26 PM.

Sweeney/Teixeira - Voted unanimously to resume open session and seal the minutes of the Executive Session at 9:39PM.

Solicitor Ursillo announced that no motion was made and no voted on in Executive Session.

Consent Agenda Items:

(CA) AA. Submission of Minutes - Boards and Commissions

Approval of consent agenda = "motion to receive and place these items on file"

(CA) AA1. Bristol Warren Regional School District, Joint Finance Committee Meeting Minutes, May 17, 2023

(CA) AA2. Bristol Planning Board Minutes, September 14, 2023

- (CA) AA3. Bristol Planning Board Minutes, October 12, 2023
- (CA) AA4. Bristol Planning Board Minutes, November 21, 2023
- (CA) AA5. Rogers Free Library Board of Trustees Meeting Minutes, November 16, 2023
- (CA) AA6. Bristol Conservation Commission Meeting Minutes, December 5, 2023
- (CA) AA7. Recreation Board Meeting Minutes, October 30, 2023
- (CA) AA8. Capital Project Commission, November 6, 2023
- (CA) BB. Budget Adjustments**
- Approval of consent agenda = "motion to approve these adjustments"**
- (CA) BB1. Tax Assessor DiMeo re Recommended Abatements & Additions for January 2024
- (CA) CC. Financial Reports**
- Approval of consent agenda = "motion to receive and place these items on file"**
- (CA) DD. Proclamations, Resolutions & Citations
- Approval of consent agenda = "motion to adopt these Proclamations, Resolutions and Citations as prepared and presented"**
- (CA) EE. Utility Petitions
- Approval of consent agenda = "motion to approve these petitions"**
- (CA) FF. City & Town Resolutions Not Previously Considered
- Approval of consent agenda = "motion to receive and place these items on file"**
- (CA) GG. Distributions/Communications
- Approval of consent agenda = "motion to receive and place these items on file"**
- (CA) GG1. Tupelo Realty, LLC - Renewal of Lease

- (CA) GG2. Town Administrator Contente re award Bid #1030 Bristol Fourth of July Ball to Pranzi Catering & Events
- (CA) GG3. Bristol Warren Regional School Committee Resolution requesting Change to Transportation Region-Senate Bill No. 0184
- (CA) GG4. Citation re The Portuguese Beneficial Association Dom Luiz Filipe
- (CA) GG5. Town Clerk Cordeiro - Thank you letter to Georgina MacDonald for serving on the Bristol County Water Authority
- (CA) GG6. Town Clerk Cordeiro - Thank you letter Derek Tipton for serving on the Zoning Board of Review
- (CA) GG7. Town Administrator Contente award Bid #1029 Stage and Sound Bristol 4th of July Concert Series 2024
- (CA) HH. Distributions/Notice of Meetings**
(Office copy only)

Approval of consent agenda = "motion to receive and place these items on file"

- (CA) HH1. Bristol Warren Regional School District Joint Finance Committee Meeting, February 29, 2024
- (CA) HH2. Rogers Free Library Board of Trustees Meeting, January 18, 2024
- (CA) HH3. Bristol County Water Authority Meeting, January 23, 2024
- (CA) HH4. Bristol Planning Board, Technical Review Committee Meeting, January 30, 2024
- (CA) HH5. Zoning Board of Review Meeting, February 5, 2024
- (CA) HH6. Bristol Fourth of July Committee, Souvenir Subcommittee Meeting, January 31, 2024
- (CA) HH7. Bristol Fourth of July Committee Meeting, Wine Tasting, January 29, 2024
- (CA) HH8. Bristol Fourth of July Committee, General Committee Meeting, January 22, 2024

- (CA) HH9. Bristol Planning Board, Technical Review Committee Meeting, January 30, 2024
- (CA) HH10. Capital Projects Commission Meeting, January 23, 2024
- (CA) HH11. Bristol Fourth of July Committee, Photography Contest Subcommittee Meeting, January 30, 2024
- (CA) HH12. Bristol Historic District Commission Meeting, January 23, 2024
- (CA) HH13. Bristol Planning Board Technical Review Committee Meeting, January 30, 2024
- (CA) HH14. Capital Projects Commission Meeting, January 29, 2024
- (CA) HH15. Zoning Board of Review Amended Meeting Agenda, February 5, 2024
- (CA) HH16. Planning Board Meeting, February 8, 2024
- (CA) HH17. Bristol Fourth of July Committee, Membership Subcommittee Meeting, February 15, 2024
- (CA) HH18. Bristol Fourth of July Committee, Pageant Subcommittee Meeting, February 15, 2024
- (CA) HH19. Bristol Fourth of July Committee, Music & Entertainment Meeting, February 8, 2024

(CA) II. Claims (Referrals)

Approval of consent agenda = "motion to refer these items to the Insurance Committee and at its discretion to the Interlocal Trust"

(CA) JJ. Miscellaneous Items Requiring Council Approval

Approval of consent agenda = "motion to approve these items"

(CA) KK. Curb cut petitions as approved by the director of public works

Approval of consent agenda = "motion to grant these curb cuts per the recommendation of, and conditions specified by, the Director of Public Works"

There being no further business, upon a motion by Councilman Sweeney, seconded by Vice Chairwoman Parella, and voted unanimously, the Chairman declared this meeting to be adjourned at 9:39 pm.

Melissa Cordeiro, Town Clerk
Council Clerk

DRAFT

TOWN OF BRISTOL
PUBLIC HEARING
INTOXICATING BEVERAGE LICENSE
CLASS B LTD

Application for license to keep for sale and to sell intoxicating beverages, in accordance with Title 3 of the General Laws of 1956, and all amendments thereof, and additions thereto has been made at this office as follows:

FOLKLORE, LLC.
d/b/a FOLKORE PROVISIONS
CHARLES ELI DUNN
301 HOPE STREET

The Town Council will be in session on February 28, 2024, beginning at 7:00 PM at which time and place all persons remonstrating the granting of the above license are entitled to and will be heard. Said remonstrance must be filed on or before the time of hearing and must be accompanied with a plat.

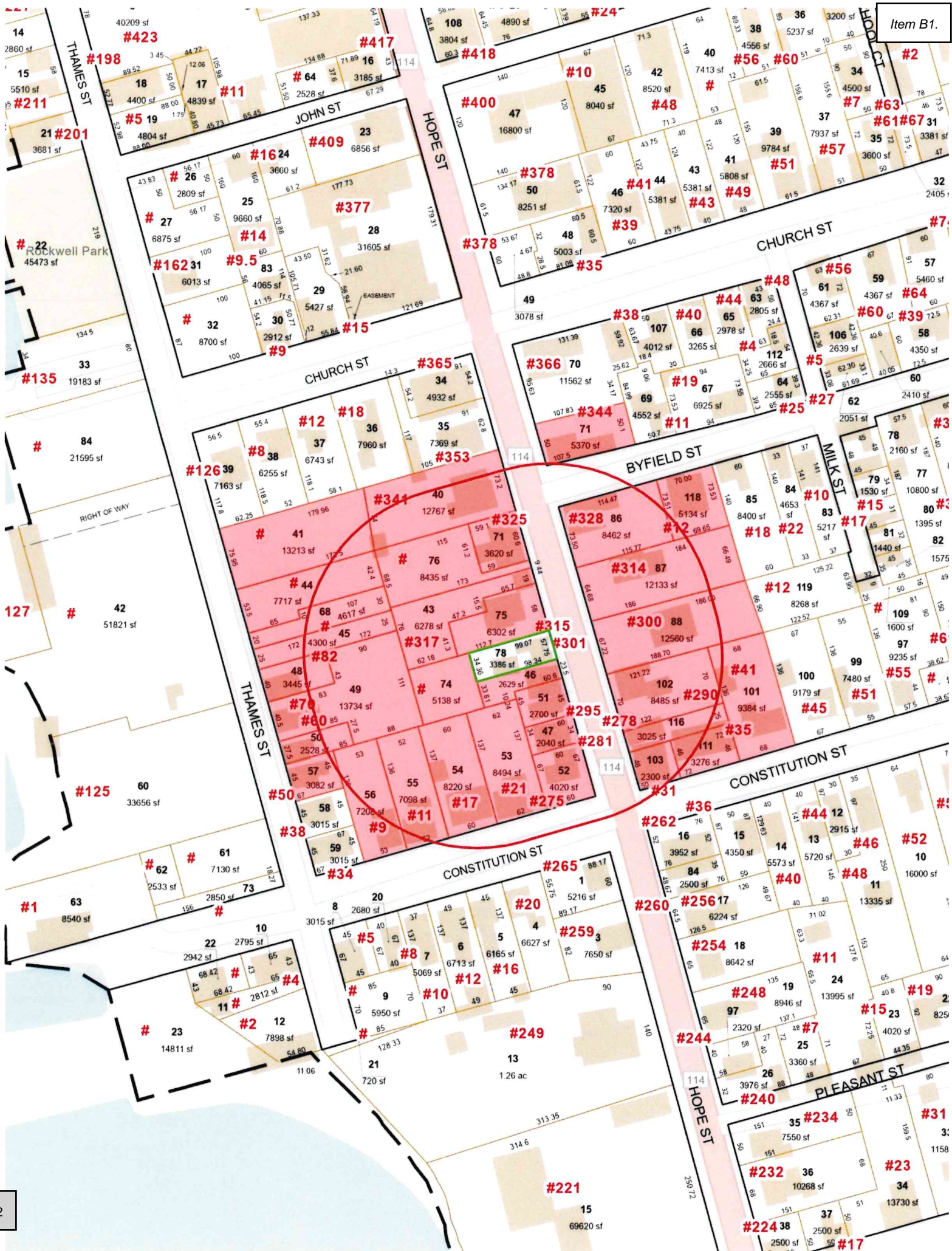
Individuals requesting interpreter services for the deaf or hard of hearing must notify the Town Clerk's Office at 253-7000, 72 hours in advance of the hearing date.

By Order of the Town Council

Melissa Cordeiro
COUNCIL CLERK

February 15 & 22, 2024

Item B1.





200 feet Abutters List Report

Bristol, RI
January 23, 2024

Subject Property:

Parcel Number: 10-78
CAMA Number: 10-78
Property Address: 301 HOPE ST

Mailing Address: 301 HOPE STREET,LLC
P.O. BOX 903
BRISTOL, RI 02809

Abutters:

Parcel Number: 10-40
CAMA Number: 10-40
Property Address: 341 HOPE ST

Mailing Address: HOLMSTROM, GARRY CATHARINE C.
TRST & GARY & CA
341 HOPE ST
BRISTOL, RI 02809

Parcel Number: 10-41
CAMA Number: 10-41
Property Address: THAMES ST

Mailing Address: THAMES STREET NASHUA, LLC
670 NORTH COMMERCIAL ST, STE 303
MANCHESTER, NH 03101

Parcel Number: 10-43
CAMA Number: 10-43
Property Address: 317 HOPE ST

Mailing Address: THAMES STREET NASHUA, LLC
670 NORTH COMMERCIAL ST SUITE 303
MANCHESTER, NH 03101

Parcel Number: 10-44
CAMA Number: 10-44
Property Address: THAMES ST

Mailing Address: THAMES STREET NASHUA, LLC
670 NORTH COMMERCIAL ST, SUITE 303
MANCHESTER, NH 03101

Parcel Number: 10-45
CAMA Number: 10-45
Property Address: 82 THAMES ST

Mailing Address: BARNES, DANIEL L
82 THAMES ST
BRISTOL, RI 02809

Parcel Number: 10-46
CAMA Number: 10-46
Property Address: 297 HOPE ST

Mailing Address: BAER, BANKARD F. RAYNE G.
40 CONSTITUTION STREET
BRISTOL, RI 02809

Parcel Number: 10-47
CAMA Number: 10-47
Property Address: 281 HOPE ST

Mailing Address: STEWART, GORDON & BENITZ, MAIJA
TE
281 HOPE ST
BRISTOL, RI 02809

Parcel Number: 10-48
CAMA Number: 10-48
Property Address: 72 THAMES ST

Mailing Address: PASQUAL, THOMAS A JO-ANN
TRUSTEES & THOMAS A &
221 HOPE ST UNIT 9
BRISTOL, RI 02809

Parcel Number: 10-49
CAMA Number: 10-49
Property Address: 70 THAMES ST

Mailing Address: THAMES STREET NASHUA, LLC
670 NORTH COMMERCIAL ST SUITE 303
MANCHESTER, NH 03101

Parcel Number: 10-50
CAMA Number: 10-50
Property Address: 60 THAMES ST

Mailing Address: THAMES STREET NASHUA, LLC
670 NORTH COMMERCIAL ST SUITE 303
MANCHESTER, NH 03101



www.cai-tech.com

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1/23/2024

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200 feet Abutters List Report

Bristol, RI
January 23, 2024

Parcel Number: 10-51 CAMA Number: 10-51 Property Address: 295 HOPE ST	Mailing Address: RAMOS, MICHAEL A PAULA 289 HOPE ST #1 BRISTOL, RI 02809-2016
Parcel Number: 10-52 CAMA Number: 10-52 Property Address: 275 HOPE ST	Mailing Address: MUHLBACH, LAURIE ANN 275 HOPE ST BRISTOL, RI 02809
Parcel Number: 10-53 CAMA Number: 10-53 Property Address: 21 CONSTITUTION ST	Mailing Address: CHACE, RICHMOND N. NANCY E. ETUX 21 CONSTITUTION ST BRISTOL, RI 02809
Parcel Number: 10-54 CAMA Number: 10-54 Property Address: 17 CONSTITUTION ST	Mailing Address: DEMOPULOS, HAROLD W. TRUST AGREEMENT 3601 WISCONSIN AVE NW, Unit 704 WASHINGTON, DC 20016
Parcel Number: 10-55 CAMA Number: 10-55 Property Address: 11 CONSTITUTION ST	Mailing Address: CALM REALTY, LLC 11 CONSTITUTION ST BRISTOL, RI 02809
Parcel Number: 10-56 CAMA Number: 10-56 Property Address: 9 CONSTITUTION ST	Mailing Address: HARTLEY, JOHN P. ET UX PAULA ARSENAULT HARTLEY 9 CONSTITUTION STREET BRISTOL, RI 02809
Parcel Number: 10-57 CAMA Number: 10-57 Property Address: 50 THAMES ST	Mailing Address: OUELLETTE, DAVID ALAN & BURGIO, JENNIFER JT 50 THAMES ST BRISTOL, RI 02809
Parcel Number: 10-68 CAMA Number: 10-68 Property Address: THAMES ST	Mailing Address: THAMES STREET NASHUA, LLC 670 NORTH COMMERCIAL ST, STE 303 MANCHESTER, NH 03101
Parcel Number: 10-71 CAMA Number: 10-71 Property Address: 325 HOPE ST	Mailing Address: THAMES STREET NASHUA, LLC 670 NORTH COMMERCIAL ST SUITE 303 MANCHESTER, NH 03101
Parcel Number: 10-74 CAMA Number: 10-74 Property Address: HOPE ST	Mailing Address: THAMES STREET NASHUA, LLC 670 NORTH COMMERCIAL ST SUITE 303 MANCHESTER, NH 03101
Parcel Number: 10-75 CAMA Number: 10-75 Property Address: 315 HOPE ST	Mailing Address: BOOTH, PATRICIA J 316 HOPE ST BRISTOL, RI 02809
Parcel Number: 10-76 CAMA Number: 10-76 Property Address: HOPE ST	Mailing Address: THAMES STREET NASHUA, LLC 670 NORTH COMMERCIAL ST SUITE 303 MANCHESTER, NH 03101



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1/23/2024

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200 feet Abutters List Report

Bristol, RI
January 23, 2024

Parcel Number: 14-101 CAMA Number: 14-101 Property Address: 41 CONSTITUTION ST	Mailing Address: AVESON, STEVEN B & AVESON, KAREN WHITLA TE 42 LINCOLN ST MEDWAY, MA 02053
Parcel Number: 14-102 CAMA Number: 14-102 Property Address: 290 HOPE ST	Mailing Address: FOX, GREGORY A. ALISON L 290 HOPE ST BRISTOL, RI 02809
Parcel Number: 14-103 CAMA Number: 14-103 Property Address: 31 CONSTITUTION ST	Mailing Address: MAGUIRE, BRENDAN 129 WHEELER ST REHOBOTH, MA 02769
Parcel Number: 14-111 CAMA Number: 14-111 Property Address: 35 CONSTITUTION ST	Mailing Address: TAVARES FAMILY TRUST & MORAN, A. & PASQUAL, THOMAS & JOANN TRUSTEES 35 CONSTITUTION ST BRISTOL, RI 02809
Parcel Number: 14-116 CAMA Number: 14-116 Property Address: 278 HOPE ST	Mailing Address: FOX, GREGORY A. ALISON L 290 HOPE ST BRISTOL, RI 02809
Parcel Number: 14-118 CAMA Number: 14-118 Property Address: 12 BYFIELD ST	Mailing Address: GARDNER, MATTHEW R (1/3); GARDNER, STEVEN D & ANN TRUSTEES-GARDNER TRUST (2/3) 12 BYFIELD ST BRISTOL, RI 02809
Parcel Number: 14-71 CAMA Number: 14-71 Property Address: 344 HOPE ST	Mailing Address: JOHNSON, JOAN D TRUSTEE 344 HOPE STREET BRISTOL, RI 02809
Parcel Number: 14-86 CAMA Number: 14-86 Property Address: 328 HOPE ST	Mailing Address: REYNOLDS, MARTIN BURTON & REYNOLDS, LINDA MARIE CO- TRUSTEES 328 HOPE ST BRISTOL, RI 02809
Parcel Number: 14-87 CAMA Number: 14-87 Property Address: 314 HOPE ST	Mailing Address: SAFE WAY REALTY, LLC C/O STEPHEN COELHO PO BOX 210 BRISTOL, RI 02809
Parcel Number: 14-88 CAMA Number: 14-88 Property Address: 300 HOPE ST	Mailing Address: WIRSA, LLC 250 WAMPANOAG TRAIL, STE 102 EAST PROVIDENCE, RI 02915



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1/23/2024

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AVESON, STEVEN B &
AVESON, KAREN WHITLA TE
42 LINCOLN ST
MEDWAY, MA 02053

HOLMSTROM, GARRY
CATHARINE C. TRST & GARY
341 HOPE ST
BRISTOL, RI 02809

TAVARES FAMILY TRUST & MO
PASQUAL, THOMAS & JOANN T
35 CONSTITUTION ST
BRISTOL, RI 02809

BAER, BANKARD F.
RAYNE G.
40 CONSTITUTION STREET
BRISTOL, RI 02809

JOHNSON, JOAN D TRUSTEE
344 HOPE STREET
BRISTOL, RI 02809

~~THAMES STREET NASHUA, LLC
670 NORTH COMMERCIAL ST SUITE
303
MANCHESTER, NH 03101~~

BARNES, DANIEL L
82 THAMES ST
BRISTOL, RI 02809

MAGUIRE, BRENDAN
129 WHEELER ST
REHOBOTH, MA 02769

~~THAMES STREET NASHUA, LLC
670 NORTH COMMERCIAL ST, STE
303
MANCHESTER, NH 03101~~

BOOTH, PATRICIA J
316 HOPE ST
BRISTOL, RI 02809

MUHLBACH, LAURIE ANN
275 HOPE ST
BRISTOL, RI 02809

THAMES STREET NASHUA, LLC
670 NORTH COMMERCIAL ST,
SUITE 303
MANCHESTER, NH 03101

CALM REALTY, LLC
11 CONSTITUTION ST
BRISTOL, RI 02809

OUELLETTE, DAVID ALAN &
BURGIO, JENNIFER JT
50 THAMES ST
BRISTOL, RI 02809

WIRSA, LLC
750 WAMPANOAG TRAIL, STE 102
EAST PROVIDENCE, RI 02915

CHACE, RICHMOND N.
NANCY E. ETUX
21 CONSTITUTION ST
BRISTOL, RI 02809

PASQUAL, THOMAS A
JO-ANN TRUSTEES & THOMAS
221 HOPE ST UNIT 9
BRISTOL, RI 02809

DEMOPULOS, HAROLD W.
TRUST AGREEMENT
3601 WISCONSIN AVE NW, Unit 704
WASHINGTON, DC 20016

RAMOS, MICHAEL A
PAULA
289 HOPE ST #1
BRISTOL, RI 02809-2016

FOX, GREGORY A.
ALISON L
290 HOPE ST
BRISTOL, RI 02809

REYNOLDS, MARTIN BURTON &
REYNOLDS, LINDA MARIE CO-
328 HOPE ST
BRISTOL, RI 02809

GARDNER, MATTHEW R (1/3);
TRUSTEES-GARDNER TRUST (2)
12 BYFIELD ST
BRISTOL, RI 02809

SAFE WAY REALTY, LLC
C/O STEPHEN COELHO
PO BOX 210
BRISTOL, RI 02809

HARTLEY, JOHN P. ET UX
PAULA ARSENAULT HARTLEY
9 CONSTITUTION STREET
BRISTOL, RI 02809

STEWART, GORDON &
BENITZ, MAIJA TE
281 HOPE ST
BRISTOL, RI 02809

Charles E. Dunn
64 Coomer Avenue
Warren, RI 02885



B LIMITED

LICENSE REQUEST: INTOXICATING BEVERAGE LICENSE

PETITION TO THE TOWN COUNCIL:

To the Honorable Town Council of the Town of Bristol:
The undersigned hereby respectfully requests of your Honorable Body to be granted a

BV INTOXICATING BEVERAGE LICENSE

NAME OF ESTABLISHMENT: Folklore, LLC dba Folklore Provisions

ADDRESS: 304 HOPE ST.

APPLICANT NAME: CHARLES E. VUNN (ELI)

HOURS OF OPERATION: WED - SUN 8 AM. - 3 PM.

2024 JAN - 3 AM 9:46

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

** PLEASE ATTACH SKETCH INDICATING THE AREAS FROM WHICH LIQUOR WILL BE SERVED AND

Fee for License: \$1300 per year plus advertising

Also required is Victualling License: \$75/year

(Payable after Council approves the license.)

TOWN COUNCIL
FEB 28 2024
MEETING

Please attend the Council Meeting on:

*SIGNATURE:

NAME: CHARLES E. VUNN (ELI)

ADDRESS: 64 COOMER AVE. (PLEASE PRINT NAME OF APPLICANT)

TOWN: WADDEN (ADDRESS OF APPLICANT)

PETITION MUST BE RETURNED BY WEDNESDAY AT 4PM TWO WEEKS PRIOR TO COUNCIL MEETING.

DATE OF BIRTH: _____

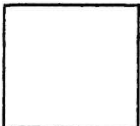
BUSINESS TELEPHONE: _____

HOME TELEPHONE: _____

Date Received: _____ EMAIL:

TOWN COUNCIL
FEB 28 2024
MEETING

TAX STAMP



*BY SIGNING THIS PETITION I AGREE TO THE RELEASE OF RECORD BACKGROUND, INCLUDING INFORMATION, RE

TO BE USED BY FINANCE DEPARTMENT

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

2024 JAN -3 PM 2:46

DATE RECEIVED

PETITION TO THE TOWN COUNCIL



To the Honorable Town Council of the Town of Bristol: The undersigned hereby respectfully requested of your Honorable Body that:

(ELL)
FOLKLORE, LLC (CHARLES E. DUNN + RACHEL LOPEZ - ALMIEDA) ARE

HOPING TO OPEN A EUROPEAN STYLE CAFE CONCEPT AT 301 HOPEST IN THE FORMER ANGELINAS + ROBERTO'S SPACE. WE WILL NAME THE CAFE FOLKLORE PROVISIONS + WILL SERVE ^{AZOREAN} PORTUGUESE + COASTAL NEWENGLAND INSPIRED SANDWICHES, ^{SOUPS} SALADS + SUNDAY BRUNCH. WE WILL ALSO BAKE OUR OWN PASTRIES + BREADS + SERVE ESPRESSO DRINKS, COFFEE + TEA. WE WILL ~~BE~~ BE PRIMARILY COUNTER SERVICE BUT PLAN ON SERVING A TABLE SERVICE BRUNCH ^{ON SATURDAYS +} ~~SUNDAYS~~ SUNDAYS AND WOULD LOVE TO OFFER OUR PATRONS A LIMITED MIMOSA + COCKTAIL MENU. WE DO NOT PLAN ON SERVING ALCOHOL WED - FRI DURING OUR NORMAL OPERATING HOURS. REQUEST FOR AN ADDITIONAL BV LICENSE.

PLEASE NOTE:

Please ensure that your petition is submitted by 4:00 PM, two (2) Wednesdays before the Town Council meeting scheduled for

in order to be included on the docket. According to Council policy, petitions cannot be addressed unless recommendations, if needed, from the relevant departments are received before the Council meeting

SIGNATURE: [Signature]
NAME: CHARLES ELL DUNN
ADDRESS: 64 COOMER AVE.
TOWN: WARREN
BUSINESS TEL. NO. _____
RESIDENCE TEL. NO. _____
EMAIL ADDRESS: ELL

TOWN COUNCIL
FEB 28 2024
MEETING

STATE OF RHODE ISLAND

CITY/TOWN OF BRISTOL

BOARD OF LICENSE COMMISSIONERS
APPLICATION FOR LIQUOR LICENSE

RETAILER CLASS: A ___ BH ___ BM ___ BT ___ BV X BVL X C ___ E ___ ED ___ J ___ T ___ 2:00 A.M. ___

Business Structure: Corporation Partnership LLC Individual

Name of Applicant/Corporation FOLKLORE LLC

D/B/A FOLKLORE PROVISIONS

Address of Premise 301 HOPE ST. BRISTOL, R.I. 02909

Phone Number of Business 401-699-2785 Email Address ELE@FOLKLOREPROVISIONS.COM

State - Incorporated: Rhode Island Date of Incorporation: 4/22/23

Name, Address, Telephone of all Officers/Members with percentage ownership:

President/Member Name	Address	Phone	% Ownership
<u>CHARLES E. DONN</u>	<u>64 COOMEN AVE. WARREN, RI 02885</u>	<u>401-699-2785</u>	<u>50</u>
<u>RACHELLOPES ALMEIDA</u>	<u>64 COOMEN AVE. WARREN, RI 02885</u>	<u>401-699-2785</u>	<u>50</u>
Secretary/Member Name	Address	Phone	% Ownership
Treasurer/Member Name	Address	Phone	% Ownership

Name and Address of All Directors or Board Members, with percentage ownership:

Name	Address	Phone	% Ownership

If application is on behalf of undisclosed principal or party, please give details:

Does Applicant Own Premises? Yes ___ No X Is Property Mortgaged? Yes ___ No X or Leased? Yes X No ___

Give Name and Address of Mortgagee (Bank or Mortgage Holder) or Lessor (Landlord) and Amount of Extent

~~USAA ANGELOE MEDICAL~~ 301 HOPE ST. BRISTOL, RI 02909
 Name Address Amount - Term
301 HOPE ST. LLC PO BOX 903, BRISTOL, RI 02909 \$2,300 per month

Have any Officers, Members or Stockholders ever been arrested or convicted of a crime? Yes ___ No X If yes, explain:

Is any other business to be carried on in Licensed Premises? Yes ___ No X If yes, explain:

Is Applicant or any of its Officers, Members or Stockholders interested directly or indirectly, as principle or associate, or in any manner whatsoever, in any retail license issued under Title 3 of the RI General Laws? If yes, explain:

NO

Is Applicant the owner or operator of any other business? If yes, explain:

AS A PRIVATE CHEF.

YES. CHARLES P. DUNN IS ALSO THE OWNER OF DUNN WELL INC

State amount of capital invested in the business?

\$100,000.00

Do you have now, or will you be installing, a draught system Yes ___ No X

I hereby certify that the above statements are true to the best of my knowledge and belief:


Applicant Signature

1/2/24
Date

1. Every question on Application Form must be answered. Any false statement made by the Applicant will be sufficient grounds for the denial of the applica or the revocation of the license in case one has been granted.
2. Corporation having 25 or more stockholders need not file a list of the names and addresses of stockholders - (Question #8)
3. Attention is called to the requirements RIGL §3-5-10:
 - (A) All newly elected officers, members, or directors must be reported to the Board of License Commissioners within 30 days.
 - (B) Any acquisition by any person of more than ten per cent (10%) of any class of corporate stock must be reported within 30 days.
 - (C) Any transfer of fifty percent (50%) or more of any class of corporate stock can be made only by written application to the licensing board subject to the procedures for a transfer of a license.

APPLICATION FOR TRANSFER OF LICENSE ONLY

Transfer of Location _____ Name _____ Stock _____ Current Retail Class _____ Transfer of ownership _____

Name of Transferor (applicant/old owner)

d/b/a

Address

The above hereby petitions the Licensing Board to transfer the said license to:

New Location (If any): _____

New Name (If any): _____

If change of stockholders, list old and new stockholders:

Signature of Transferor (old owner)

Date

Signature of Transferee (New Owner)

Date

FOLKLORE PROVISIONS

COFFEE & TEA:

Hot or iced

Coffee - \$3.50 / \$5.50
 Espresso - \$4.00
 Americano - \$4.00 / \$5.00
 Cappuccino - \$5.00 / \$6.00
 Latte - \$5.00 / \$6.00
 Galao - \$5.00 / \$6.00
 Chai Latte - \$5.50 / \$6.50
 Matcha Latte - \$5.50 / \$6.50
 Tea - \$3.50 / \$4.50

PASTRY:

Sweet

Pasteis De Nata - \$2.00
 Pie Crust Munchies (6) - \$6.00
 Ginger Scone - \$4.00
 Apple Crostata - \$6.00
 Morning Glory Muffin - \$4.00
 Chocolate Croissants - \$5.00
 Fresh Fruit Tart - \$8.00
 GF Sea Salted Brown Butter Chocolate Chip Cookies - \$4.00
 Phoebe's Blondies - \$4.00

Eggs

Spinach, Feta, Red Onion & Green Olive Quiche - \$7
 Bacon, Cream Cheese & Chive Quiche - \$7

TOAST:

Avocado Toast
 Pimenta Moida, Radish, Olive Oil, Lemon & Sea Salt - \$10

House Ricotta Toast
 Fresh Figs, Lavender Honey, Mint & Sea Salt - \$10

SALAD:

Salada De Polvo – Red Onion, Green Olive, Garlic, Parsley, Vinegar & E.v.o.o. - \$12.00

Poppy Seed Salad – Cucumber, Cherry Tomato, Carrot, Romaine, Arugula & Honey Poppyseed Dressing - \$10

Kale Salad – Baby Kale, Roasted Sweet Potato, Apple, Golden Raisin, Pickled Shallot, Toasted Pecan, Goat Cheese & Maple Thyme Vinaigrette - \$14

SANDWICHES:

Bifana – Marinated Pork Cutlet with Arugula & Piri Piri Mayo on a Toasted Portuguese Roll - \$12

Folklore Tuna Melt – Azorean Tinned Tuna, Celery, Sweet Pickles & Mayo on Toasted Nanny Bread with White Cheddar & Dill - \$12

Portabello – Vegan Pesto, Roasted Peppers, Cashew Ricotta, Arugula & Tapenade - \$12

Jamon Serrano – Arugula, Queijo Sao Jorge, Fresh Figs & Balsamic Glaze on a Toasted Portuguese Roll - \$14

SOUP:

Zelinda's Caldo Verde – Chourico, Potato & Kale - \$5

Folklore Chowder – Chopped Clams, Smoked Bacon, Chourico, Potato, Ails, Brown Butter & Dill - \$5

PREPARED FOODS TO-GO:

Pint Folklore Chowder

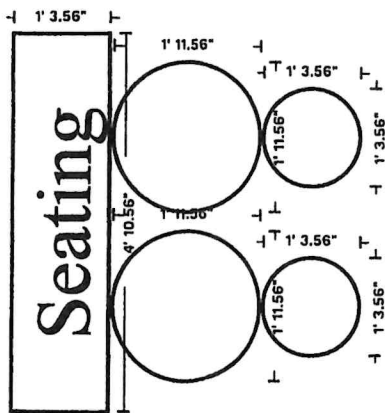
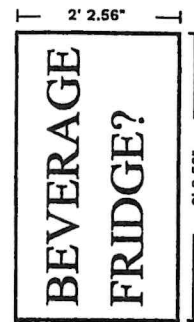
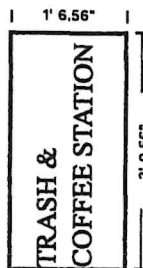
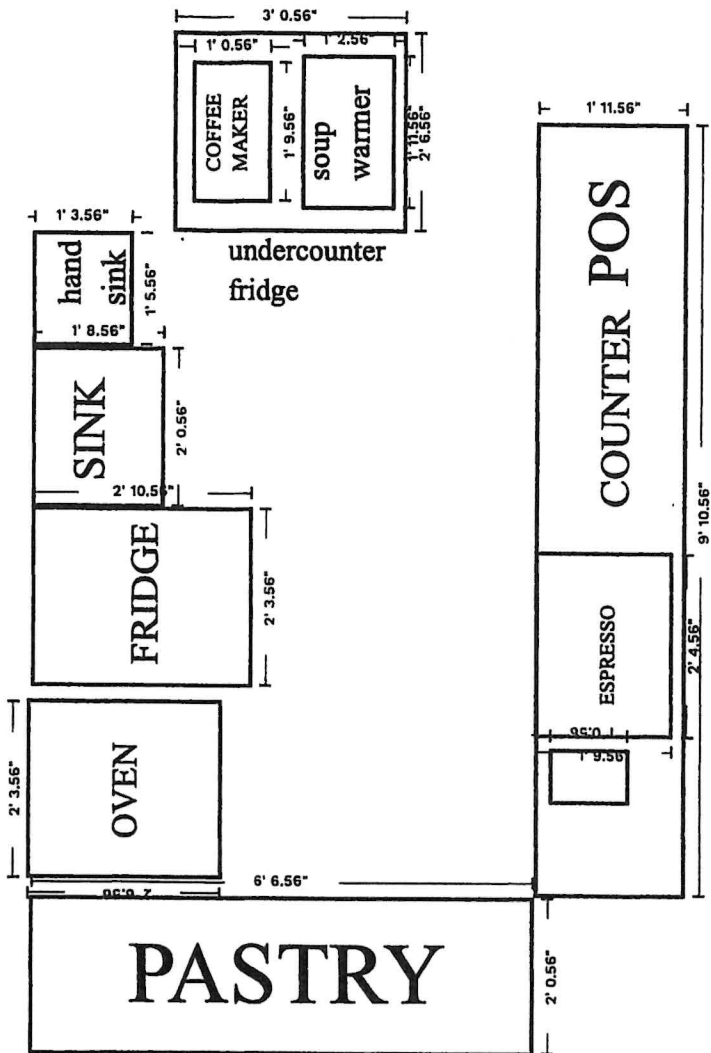
Pint Zelinda's Caldo Verde

½ Pint/Pint Tuna Salad

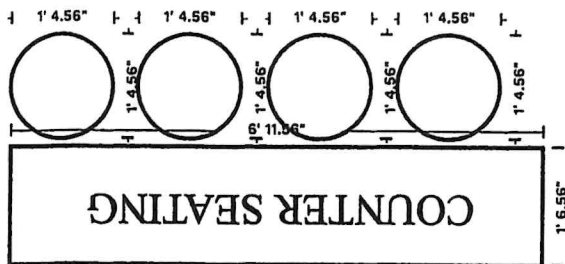
½ Pint/Pint Salada De Polvo

Tia Nat's Queijo Fresco

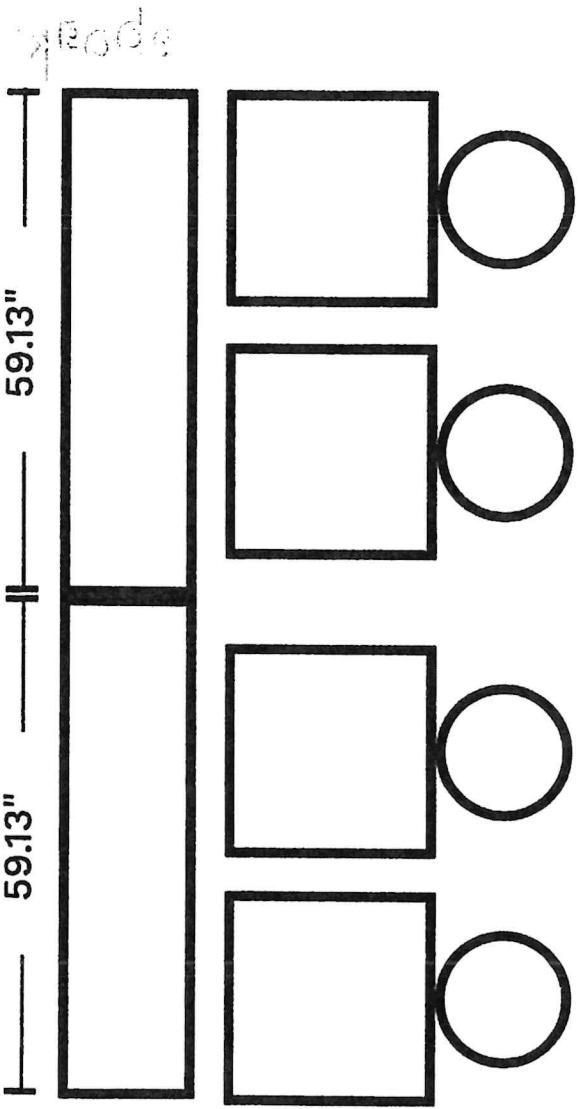
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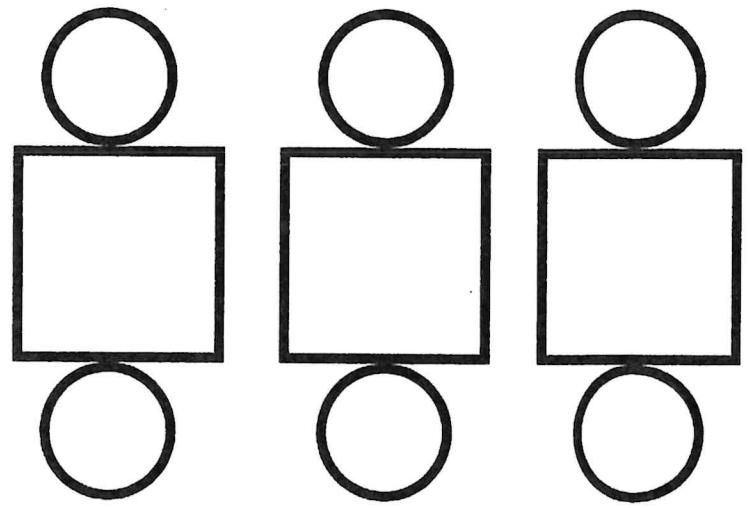
FRONT OF THE KITCHEN
8 SEATS



FRONT →
DOOR



DINING ROOM



DINING ROOM
- 14 SEATS -

BATHROOM



TOWN CLERK'S OFFICE
Melissa Cordeiro, Town Clerk

10 Court Street
 Bristol, RI 02809
 Tel. 401-253-7000
 Fax. 401-253-2647
 Email: Mcordeiro@bristolri.gov

MEMORANDUM

TO: Steven Contente
 TOWN ADMINISTRATOR

FROM: Melissa Cordeiro
 COUNCIL CLERK

DATE: January 3, 2024

RE: Charles Eli Dunn, Folklore, LLC, d/b/a Folklore
 Provisions, 301 Hope Street - request for one
 additional BV Liquor License

May we please have your recommendation or the recommendation of the department head you deem appropriate in order for the Council to review the request at the special Town Council Meeting to be held on **January 17, 2024**.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, January 10, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
 Attachment

SECOND READING
LEGAL NOTICE

PROPOSED ORDINANCE
No. 2024-02

AN ORDINANCE IN AMENDMENT TO
CHAPTER 15
OF THE ORDINANCES OF THE BRISTOL TOWN CODE

* * *

CHAPTER 15 – JUNK, ~~SECONDHAND AND ANTIQUE DEALER~~

* * *

ARTICLE II. LICENSE

Sec. 15-36. Required; conditions.

No person shall sell, purchase, barter or deal in junk, or old metals, ~~secondhand articles or antiques~~, and no person shall establish, operate or maintain an automobile junkyard within the town, without having first obtained a license as provided in this chapter. All licenses issued shall be subject to such conditions and restrictions as the town council shall deem appropriate to promote the public health, safety or general welfare, and shall be revocable at the pleasure of the town council.

(Code 1972, § 10-2)

* * *

Sec. 15-38. Hearing on application by town council.

The town council shall hold a public hearing on any application for a license under this chapter in any location not lawfully occupied for such purpose at the time of the application for such license. Notice of such public hearing shall be posted at least seven days, but not more than 14 days prior to such hearing, in not less than two public places in the town, and in a newspaper of general circulation in the town; provided, however, that before the town council shall post or publish notice of a hearing, the applicant shall deposit the sum set out therefor in section 11-1 with the town clerk, plus the cost of posting and publishing such notice. Such notice shall indicate that ~~whether~~ the applicant is either a junk, ~~secondhand or antique~~ dealer.

(Code 1972, § 10-4)

Sec. 15-39. Prerequisites to issuance—Approval of adjoining property owners.

No license shall be granted to the keeper of any shop or storehouse for the reception of any junk, ~~or old metals, secondhand articles or antiques~~ or to a person establishing, operating or maintaining an automobile junkyard, in any location not lawfully occupied for such purpose at the time of the application for such license, where the owners or occupants of the greater part of the land within 200 feet of such building or place shall file with the town council their objection to the granting of such license; provided, however, that this section shall not apply to any applicant who is the keeper of such ~~an shop or storehouse~~ or automobile junkyard in the town which is being acquired by eminent domain proceedings, who is applying for a license to relocate such business within the town.

(Code 1972, § 10-5)

* * *

This ordinance shall take place upon its passage.

The Town Council will be in session in the Town Hall, Council Chambers, on February 28, 2024. If remonstrance in the meantime, a petition bearing the valid signatures of at least twenty (20) qualified voters must be filed with the Town Clerk requesting a Public Hearing, such hearing must be held before final action may be taken on said ordinance

By Order of the Town Council
Melissa Cordeiro
COUNCIL CLERK

February 15, 2024

LEGAL NOTICE

**PROPOSED ORDINANCE
NO. 2024-02**

**AN ORDINANCE IN AMENDMENT TO
CHAPTER 15
OF THE ORDINANCES OF THE BRISTOL TOWN
CODE**

* * *

**CHAPTER 15 – JUNK, ~~SECONDHAND AND~~
ANTIQUE DEALER**

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(Code 1972, § 10-5)

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By Order of the Town Council
Melissa Cordeiro
COUNCIL CLERK

February 15, 2024

SECOND READING

LEGAL NOTICE PROPOSED ORDINANCE No. 2024-3

AN ORDINANCE IN AMENDMENT TO CHAPTER 16 OF THE ORDINANCES OF THE BRISTOL TOWN CODE

* * *

CHAPTER 16 – MOTOR VEHICLES AND TRAFFIC

* * *

ARTICLE V. - STOPPING, STANDING AND PARKING

* * *

Sec. 16-146. - Parking time limited in designated places.

Between the hours of 8:00 a.m. and 6:00 p.m., unless specified otherwise, except Sundays and legal holidays, it shall be unlawful for the operator of any vehicle to park the same for any one consecutive period of time longer than specified, within or upon any of the following areas, districts or streets or parts thereof:

* * *

(3) One-half hour:

* * *

High Street, in front of No. 379 (currently known as Bristol Picture Frame), between the hours of 10:00 a.m. and 4:00 p.m., Monday through Friday.

* * *

This ordinance shall take place upon its passage.

* * *

This ordinance shall take place upon its passage.

The Town Council will be in session in the Town Hall, Council Chambers, on February 28, 2024. If remonstrance in the meantime, a petition bearing the valid signatures of at least twenty (20) qualified voters must be filed with the Town Clerk requesting a Public Hearing, such hearing must be held before final action may be taken on said ordinance

By Order of the Town Council

Melissa Cordeiro

COUNCIL CLERK

February 15, 2024

LEGAL NOTICE

**PROPOSED ORDINANCE
NO. 2024-3**

**AN ORDINANCE IN AMENDMENT TO
CHAPTER 16
OF THE ORDINANCES OF THE BRISTOL TOWN
CODE**

* * *

**CHAPTER 16 – MOTOR VEHICLES AND
TRAFFIC**

* * *

**ARTICLE V. - STOPPING, STANDING AND
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* * *

**Sec. 16-146. - Parking time limited in designated
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* * *

High Street, in front of No. 379 (currently known as Bristol Picture Frame), between the hours of 10:00 a.m. and 4:00 p.m., Monday through Friday.

* * *

This ordinance shall take place upon its passage.

The Town Council will be in session in the Town Hall, Council Chambers, on February 28, 2024. If remonstrance in the meantime, a petition bearing the valid signatures of at least twenty (20) qualified voters must be filed with the Town Clerk requesting a Public Hearing, such hearing must be held before final action may be taken on said ordinance

By Order of the Town Council
Melissa Cordeiro
COUNCIL CLERK

February 15, 2024

SECOND READING

LEGAL NOTICE PROPOSED ORDINANCE No. 2024-4

AN ORDINANCE IN AMENDMENT TO CHAPTER 17 OF THE ORDINANCES OF THE BRISTOL TOWN CODE

IT IS HEREBY ORDAINED by the Town Council of Bristol, Rhode Island, that Chapter 17 of the Ordinances of the Town of Bristol be amended as follows:

CHAPTER 17 – OFFENSES AND MISCELLANEOUS PROVISIONS

* * *

ARTICLE II – ALCOHOLIC BEVERAGES ESTABLISHMENTS

* * *

Sec. 17-82. - Number of licenses.

Alcoholic beverage licenses within the town shall be limited in quantity as follows:

* * *

(2) For class B limited, there shall be a maximum of ~~seven~~ eight licenses;

* * *

This ordinance shall take place upon its passage.

The Town Council will be in session in the Town Hall, Council Chambers, on February 28, 2024. If remonstrance in the meantime, a petition bearing the valid signatures of at least twenty (20) qualified voters must be filed with the Town Clerk requesting a Public Hearing, such hearing must be held before final action may be taken on said ordinance

By Order of the Town Council
Melissa Cordeiro
COUNCIL CLERK

February 15, 2024

LEGAL NOTICE

PROPOSED ORDINANCE NO. 2024-4

AN ORDINANCE IN AMENDMENT TO CHAPTER 17 OF THE ORDINANCES OF THE BRISTOL TOWN CODE

IT IS HEREBY ORDAINED by the Town Council of Bristol, Rhode Island, that Chapter 17 of the Ordinances of the Town of Bristol be amended as follows:

CHAPTER 17 – OFFENSES AND MISCELLANEOUS PROVISIONS

* * *

ARTICLE II – ALCOHOLIC BEVERAGES ESTABLISHMENTS

* * *

Sec. 17-82. - Number of licenses.
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* * *

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* * *

This ordinance shall take place upon its passage.

The Town Council will be in session in the Town Hall, Council Chambers, on February 28, 2024. If remonstrance in the meantime, a petition bearing the valid signatures of at least twenty (20) qualified voters must be filed with the Town Clerk requesting a Public Hearing, such hearing must be held before final action may be taken on said ordinance

By Order of the Town Council
Melissa Cordeiro
COUNCIL CLERK

February 15, 2024

ORDINANCE No. 2024-05

**AN ORDINANCE IN AMENDMENT TO
CHAPTER 16
OF THE ORDINANCES OF THE BRISTOL TOWN CODE**

* * *

CHAPTER 16 – MOTOR VEHICLES AND TRAFFIC

* * *

ARTICLE V. - STOPPING, STANDING AND PARKING

Sec. 16-143. - Parking prohibited at all times.

In addition to the parking regulations contained in section 16-7, no vehicle shall be parked at any time on the following streets or portions thereof:

* * *

Congregational Street, north side, from a point 35 feet east of utility pole #2 to a point 46 feet west of said utility pole.

Congregational Street, north side, one space adjacent to the driveway providing access to 45 Congregational Street, extending east from the southeast corner of the driveway.

Congregational Street, north side, one space across from the driveway of 38 Congregational Street.

* * *

This ordinance shall take place upon its passage.

ORDINANCE No. 2024-06

AN ORDINANCE IN AMENDMENT TO
CHAPTER 27
OF THE ORDINANCES OF THE BRISTOL TOWN CODE

* * *

CHAPTER 27- TAXATION

ARTICLE I. - IN GENERAL

* * *

Sec. 27-7. - Exemption of persons over the age of 65 years.

- (a) Entitlements and amounts. For the purposes of this subsection, see section 27-9.
- (b) Qualifications. For the purposes of this subsection, see G.L. 1956, § 44-3-13(i)(a). (Code 1972, § 21.1-7)

* * *

Sec. 27-9. - Entitlements and amounts.

- (a) *Exempted valuations.* Pursuant to this chapter, the following valuations are hereby exempted for those residents who are qualified:

Elderly 65—69	\$12,500.00	<u>\$15,000.00</u>
Elderly 70—74	15,000.00	<u>\$17,500.00</u>
Elderly 75 and older	17,500.00	<u>\$20,000.00</u>

* * *

This ordinance shall take place upon its passage.

ORDINANCE No. 2024-07

AN ORDINANCE IN AMENDMENT TO
CHAPTER 27
OF THE ORDINANCES OF THE BRISTOL TOWN CODE

* * *

CHAPTER 27 – TAXATION

* * *

Sec. 27-9. - Entitlements and amounts.

* * *

(d) *Hardship exemption.* Pursuant to G.L. 1956 § 44-3-3, the tax assessor has the discretion to grant an exemption from property tax for any single family residence owned by an individual or family that has a gross income of less than \$12,000 per year. not exceeding the applicable poverty threshold as determined by the United States Department of Commerce, Census Bureau, Poverty Branch.

* * *

This ordinance shall take place upon its passage.



LICENSE REQUEST: VICTUALLING LICENSE

Expires: December 1st

PETITION TO THE TOWN COUNCIL

To the Honorable Town Council of the Town of Bristol:

The undersigned hereby respectfully requests of your Honorable Body to be granted a

VICTUALLING LICENSE

NAME OF ESTABLISHMENT:

Folklore, LLC d/b/a

FOLKLORE PROVISIONS

ADDRESS:

301 HOPE ST.

APPLICANT NAME:

CHARLES E. DUNN (ELE)

HOURS OF OPERATION:

WED - SUN 8 A.M. - 3 P.M.

2024 JAN -3 AM 9:46

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

- Victualling Petition & \$75 License Fee (payable after Council approves license)
- Second Quarter Taxes must be paid (call 253-7000 for amount due)
- Fire Department Clearance 401-253-6912
- Water Pollution Control Clearance (grease removal unit) 401-253-8877
- RI Department of Health Clearance 401-222-2749

Please attend the Council meeting on January 17, 2024

SIGNATURE:

NAME:

CHARLES E. DUNN (ELE)

Petition must be returned by January 3, 2024

ADDRESS:

TOWN: _____

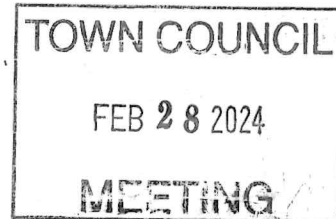
DATE OF BIRTH

BUSINESS TELEPHONE

HOME TELEPHONE

Date Received: _____

EMAIL: _____



TAX STAMP



*BY SIGNING THIS PETITION, I CONSENT TO EXAMINATION AND RELEASE OF RECORDS AND INFORMATION REGARDING MY BACKGROUND, INCLUDING POLICE RECORDS, EDUCATIONAL INFORMATION, RESIDENCE RECORDS, AND ANY COURT RECORDS.

TO BE USED BY FINANCE DEPARTMENT

FOLKLORE PROVISIONS

COFFEE & TEA:

Hot or iced

Coffee - \$3.50 / \$5.50
 Espresso - \$4.00
 Americano - \$4.00 / \$5.00
 Cappuccino - \$5.00 / \$6.00
 Latte - \$5.00 / \$6.00
 Galao - \$5.00 / \$6.00
 Chai Latte - \$5.50 / \$6.50
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 Tea - \$3.50 / \$4.50

PASTRY:

Sweet

Pasteis De Nata - \$2.00
 Pie Crust Munchies (6) - \$6.00
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 Phoebe's Blondies - \$4.00

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Spinach, Feta, Red Onion & Green Olive Quiche - \$7
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House Ricotta Toast
 Fresh Figs, Lavender Honey, Mint & Sea Salt - \$10

SALAD:

Salada De Polvo – Red Onion, Green Olive, Garlic, Parsley, Vinegar & E.v.o.o. - \$12.00

Poppy Seed Salad – Cucumber, Cherry Tomato, Carrot, Romaine, Arugula & Honey Poppyseed Dressing - \$10

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SOUP:

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Folklore Chowder – Chopped Clams, Smoked Bacon, Chourico, Potato, Anis, Brown Butter & Dill - \$5

PREPARED FOODS TO-GO:

Pint Folklore Chowder

Pint Zelinda's Caldo Verde

½ Pint/Pint Tuna Salad

½ Pint/Pint Salada De Polvo

Tia Nat's Queijo Fresco

SUNDAY BRUNCH

EGG SANDWICH

Baffoni's Eggs,

PROVISIONS:

JAMS

HONEY

TINNED TUNA

GOOD OLIVE OIL

BISCUITS

CRACKERS

TEAS

COFFEE

BOMB SODA

CHOCOLATE CHIP COOKIES

PIE CRUST MUNCHIES

PIMENTA MOIDA

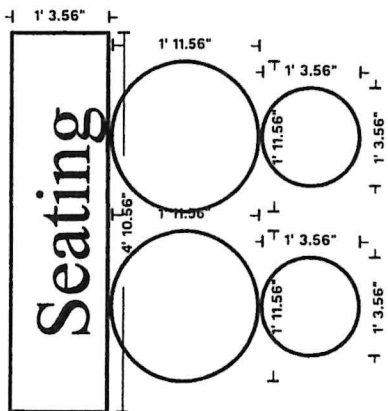
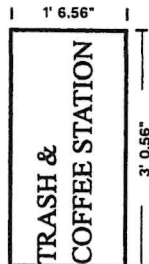
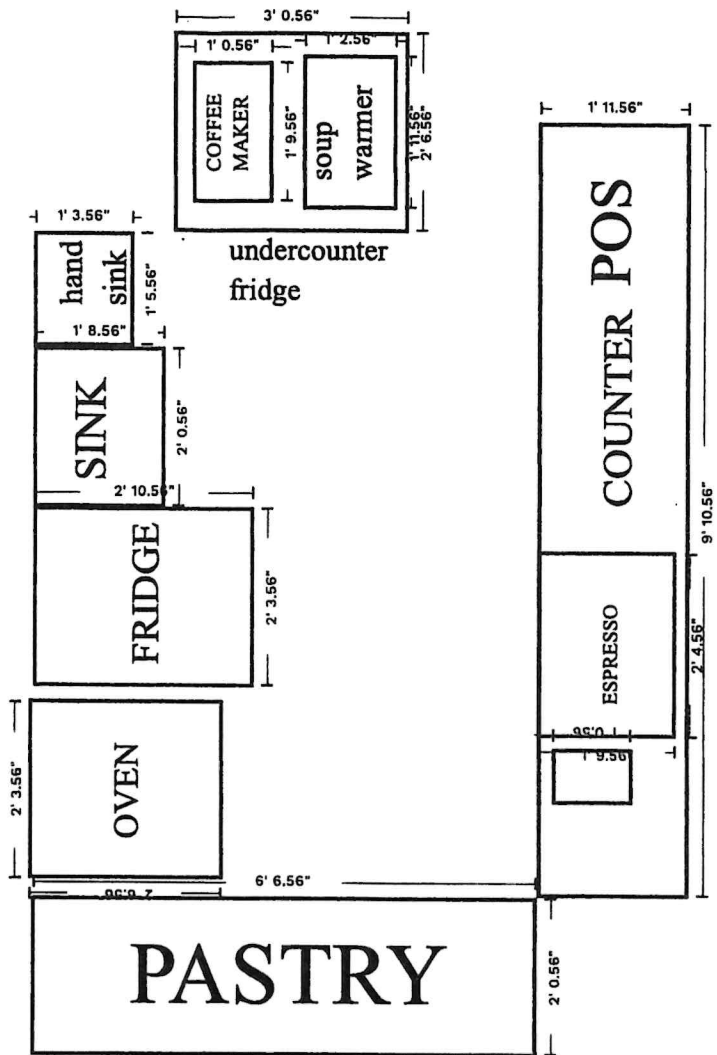
CHOCOLATE

POPPY SEED DRESSING

MAPLE THYME VINAIGRETTE

BLONDIES

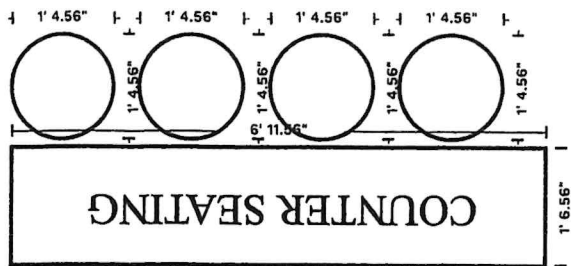
spोक.



FRONT OF THE TABLE
- 8 SEATS -



FRONT -> DOOR

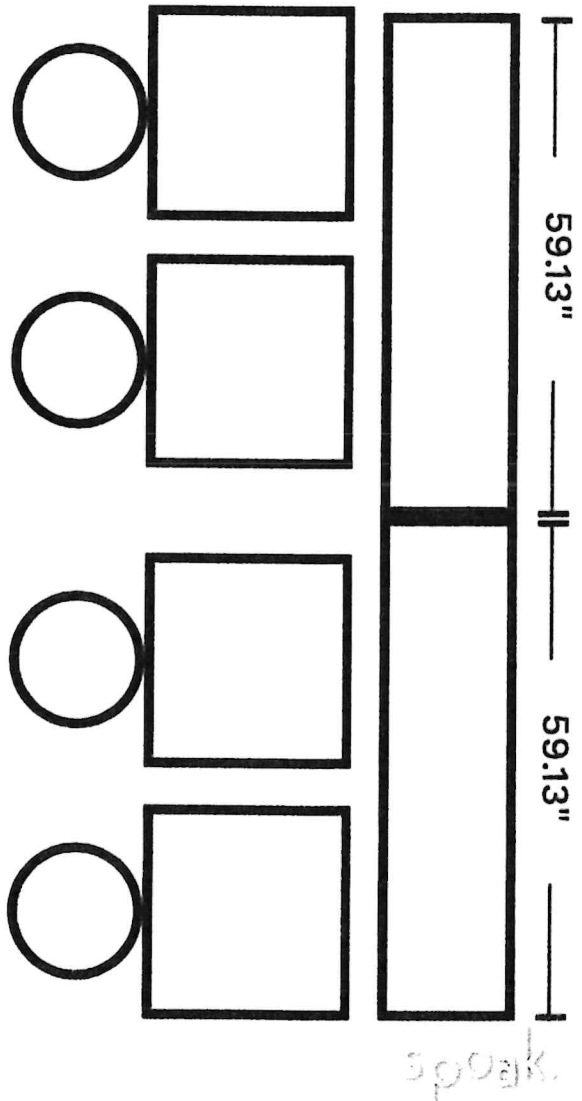
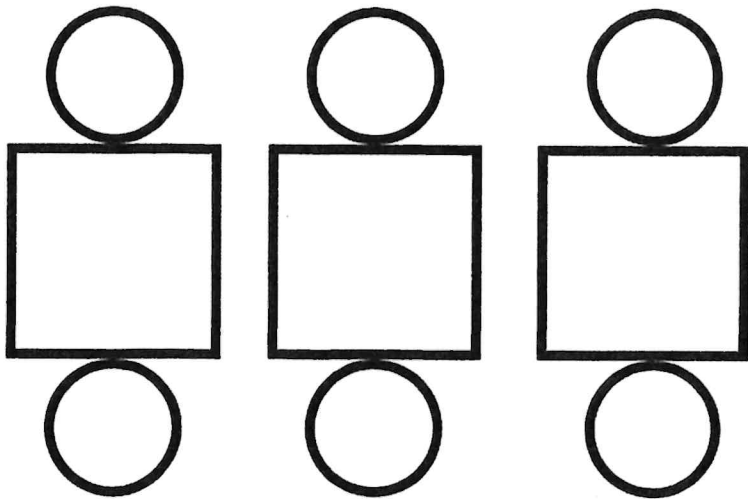


four seats

BATHROOM

DINING ROOM

DINING ROOM
- 14 SEATS -





TOWN CLERK'S OFFICE
Melissa Cordeiro, Town Clerk

10 Court Street
 Bristol, RI 02809
 Tel. 401-253-7000
 Fax. 401-253-2647
 Email: Mcordeiro@bristolri.gov

MEMORANDUM

TO: Steven Contente
 TOWN ADMINISTRATOR

FROM: Melissa Cordeiro
 COUNCIL CLERK

DATE: January 3, 2024

RE: Charles Eli Dunn, Folklore, LLC, d/b/a Folklore
 Provisions, 301 Hope Street - request for a
 Victualling License (**see also F4**)

May we please have your recommendation or the recommendation of the department head you deem appropriate in order for the Council to review the request at the special Town Council Meeting to be held on **January 17, 2024**.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, January 10, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
 Attachment

D

Item D1.



Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: January 5, 2024
Re: License Recommendation, January 17 Council Meeting

2024 JAN -8 PM 2:02

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

The fire department has reviewed the license request presented as follows:

- 1. Victualling
 Charles Eli Dunn, Folklore, LLC, d/b/a Folklore Provisions
 301 Hope St.

There is no objection to the granting of said license provided the applicant is compliant with all applicable laws, codes, ordinances, and/or other compliancy requirements.

Concun
the interests
 STEVEN CONTENTE
 Town Administrator

TOWN COUNCIL
 FEB 28 2024
 MEETING



Bristol Police Department

395 METACOM AVENUE BRISTOL, RHODE ISLAND 02809
TELEPHONE (401) 253-6900



KEVIN M. LYNCH
Chief of Police

BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 01-03-2024

PETITION DESCRIPTION:

Charles Eli Dunn, Folklore, LLC d/b/a Folklore Provisions, 301 Hope Street-request for a victualling license

PERSON/S FILING PETITION: Charles Eli Dunn

LICENSE RENEWAL NEW PETITION

REVIEW:

- APPROVED
- CONDITIONAL APPROVAL
- DENIED
- FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

NOTES:

After reviewing this petition, there is no known reason to deny the approval of this victualling license, provided that all laws and ordinances governing this practice are followed to include hours of operation.

TOWN CLERK'S OFFICE
BRISTOL, RHOE ISLAND
2024 JAN 11 AM 10:38

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 01-09-2024

*Concur
The Intent*
STEVEN CONTENTE
Town Administrator

TOWN COUNCIL
FEB 28 2024
MEETING



Town of Bristol, RI
WATER POLLUTION CONTROL DEPARTMENT
2 PLANT AVENUE
BRISTOL, RI 02809-3015
(401) 253-8877 fax: (401) 253-2910
Pretreatment Department, Shealyn A. Davey

TOWN HALL
10 COURT STREET
BRISTOL, RI 02809
(401) 253-7000

2024 JAN 11 AM 10:10
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

DATE: January 10, 2024
TO: Steven Contente
Town Administrator
FROM: Shealyn A. Davey
Chemist/Pretreatment Coordinator
RE: Request for Victualling License – Charles E. Dunn; Folklore, LLC d/b/a Folklore
Provisions, 301 Hope Street Bristol, RI 02809

Communication with Charles Dunn has been established. Previous owners removed the grease trap and other kitchen appliances, so once Charles has furnished the kitchen and re-installed a grease trap, an inspection will be completed. Charles intends on having a fryolater, so an oil recycling contract will need to be established. Charles has been given the Wastewater Discharge Permit Application and fee invoice in order to move forward with the permitting process.

I therefore have no objections to the above petition and support the request.

Sincerely,

Shealyn A. Davey
Pretreatment Coordinator

*CONCUR TO SUPPORT VICTUALLING
LICENSE CONTINGENT ON INSPECTION
BY PRETREATMENT COORDINATION
BEFORE OPENING.*

STEVEN CONTENTE
Town Administrator

TOWN COUNCIL
FEB 28 2024
MEETING



B LIMITED

LICENSE REQUEST: INTOXICATING BEVERAGE LICENSE

PETITION TO THE TOWN COUNCIL:

To the Honorable Town Council of the Town of Bristol:
The undersigned hereby respectfully requests of your Honorable Body to be granted a

BV INTOXICATING BEVERAGE LICENSE

NAME OF ESTABLISHMENT: *Folklore, LLC dba Folklore Provisions*

ADDRESS: *304 HOPE ST.*

APPLICANT NAME: *CHARLES E. VUNN (ELI)*

HOURS OF OPERATION: *WED - SUN 8AM. - 3PM.*

2024 JAN - 3 AM 9:46

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

** PLEASE ATTACH SKETCH INDICATING THE AREAS FROM WHICH LIQUOR WILL BE SERVED AND

Fee for License: \$1300 per year plus advertising

Also required is Victualling License: \$75/year

(Payable after Council approves the license.)

TOWN COUNCIL
FEB 28 2024
MEETING

Please attend the Council Meeting on:

*SIGNATURE: *[Signature]*

NAME: *CHARLES E. VUNN (ELI)*

ADDRESS: *64 COOPER AVE.*
(PLEASE PRINT NAME OF APPLICANT)

TOWN: *WADDEN*
(ADDRESS OF APPLICANT)

PETITION MUST BE RETURNED BY WEDNESDAY AT 4PM TWO WEEKS PRIOR TO COUNCIL MEETING.

DATE OF BIRTH: _____

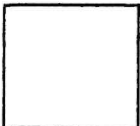
BUSINESS TELEPHONE: _____

HOME TELEPHONE: _____

Date Received: _____ EMAIL: *ELI*

TOWN COUNCIL
FEB 28 2024
MEETING

TAX STAMP



*BY SIGNING THIS PETITION I AGREE TO THE RELEASE OF RECORD BACKGROUND, INCLUDING INFORMATION, RE

TO BE USED BY FINANCE DEPARTMENT

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

2024 JAN -3 PM 2:46

DATE RECEIVED

PETITION TO THE TOWN COUNCIL



To the Honorable Town Council of the Town of Bristol: The undersigned hereby respectfully requested of your Honorable Body that:

(ELL)
FOLKLORE, LLC (CHARLES E. DUNN + RACHEL LOPEZ - ALMIEDA) ARE

HOPING TO OPEN A EUROPEAN STYLE CAFE CONCEPT AT 301 HOPEST IN THE FORMER ANGELINAS + ROBERTO'S SPACE. WE WILL NAME THE CAFE FOLKLORE PROVISIONS + WILL SERVE ^{AZOREAN} PORTUGUESE + COASTAL NEWENGLAND INSPIRED SANDWICHES, ^{SOUPS} SALADS + SUNDAY BRUNCH. WE WILL ALSO BAKE OUR OWN PASTRIES + BREADS + SERVE ESPRESSO DRINKS, COFFEE + TEA. WE WILL ~~BE~~ BE PRIMARILY COUNTER SERVICE BUT PLAN ON SERVING A TABLE SERVICE BRUNCH ^{ON SATURDAYS +} ~~SUNDAYS~~ SUNDAYS AND WOULD LOVE TO OFFER OUR PATRONS A LIMITED MIMOSA + COCKTAIL MENU. WE DO NOT PLAN ON SERVING ALCOHOL WED - FRI DURING OUR NORMAL OPERATING HOURS. REQUEST FOR AN ADDITIONAL BV LICENSE.

PLEASE NOTE:

Please ensure that your petition is submitted by 4:00 PM, two (2) Wednesdays before the Town Council meeting scheduled for

in order to be included on the docket. According to Council policy, petitions cannot be addressed unless recommendations, if needed, from the relevant departments are received before the Council meeting

SIGNATURE: [Signature]
NAME: CHARLES ELL DUNN
ADDRESS: 64 COOMER AVE.
TOWN: WARREN
BUSINESS TEL. NO. _____
RESIDENCE TEL. NO. _____
EMAIL ADDRESS: ELL

TOWN COUNCIL
FEB 28 2024
MEETING

STATE OF RHODE ISLAND

CITY/TOWN OF BRISTOL

BOARD OF LICENSE COMMISSIONERS
APPLICATION FOR LIQUOR LICENSE

RETAILER CLASS: A ___ BH ___ BM ___ BT ___ BV X BVL X C ___ E ___ ED ___ J ___ T ___ 2:00 A.M. ___

Business Structure: Corporation Partnership LLC Individual

Name of Applicant/Corporation FOLKLORE, LLC

D/B/A FOLKLORE PROVISIONS

Address of Premise 301 HOPE ST. BRISTOL, R.I. 02909

Phone Number of Business 401-699-2785 Email Address ELE@FOLKLOREPROVISIONS.COM

State - Incorporated: Rhode Island Date of Incorporation: 4/22/23

Name, Address, Telephone of all Officers/Members with percentage ownership:

President/Member Name	Address	Phone	% Ownership
<u>CHARLES E. DONN</u>	<u>64 COOMEN AVE. WARREN, RI 02885</u>	<u>401-699-2785</u>	<u>50</u>
<u>RACHELLOPES ALMEIDA</u>	<u>64 COOMEN AVE. WARREN, RI 02885</u>	<u>401-699-2785</u>	<u>50</u>
Secretary/Member Name	Address	Phone	% Ownership
Treasurer/Member Name	Address	Phone	% Ownership

Name and Address of All Directors or Board Members, with percentage ownership:

Name	Address	Phone	% Ownership

If application is on behalf of undisclosed principal or party, please give details:

Does Applicant Own Premises? Yes ___ No X Is Property Mortgaged? Yes ___ No X or Leased? Yes X No ___

Give Name and Address of Mortgagee (Bank or Mortgage Holder) or Lessor (Landlord) and Amount of Extent

Name	Address	Amount - Term
<u>NKMA ANGELOE MEDICAL</u>	<u>301 HOPE ST. BRISTOL, RI 02909</u>	<u>\$2,300 per month</u>
<u>301 HOPE ST. LLC</u>	<u>PO BOX 903, BRISTOL, RI 02909</u>	

Have any Officers, Members or Stockholders ever been arrested or convicted of a crime? Yes ___ No X If yes, explain:

Is any other business to be carried on in Licensed Premises? Yes ___ No X If yes, explain:

Is Applicant or any of its Officers, Members or Stockholders interested directly or indirectly, as principle or associate, or in any manner whatsoever, in any retail license issued under Title 3 of the RI General Laws? If yes, explain:

NO

Is Applicant the owner or operator of any other business? If yes, explain:

AS A PRIVATE CHEF.


YES. CHARLES P. DUNN IS ALSO THE OWNER OF DUNN WELL INC

State amount of capital invested in the business?

\$100,000.00

Do you have now, or will you be installing, a draught system Yes ___ No X

I hereby certify that the above statements are true to the best of my knowledge and belief:


Applicant Signature

1/2/24
Date

1. Every question on Application Form must be answered. Any false statement made by the Applicant will be sufficient grounds for the denial of the applica or the revocation of the license in case one has been granted.
2. Corporation having 25 or more stockholders need not file a list of the names and addresses of stockholders - (Question #8)
3. Attention is called to the requirements RIGL §3-5-10:
 - (A) All newly elected officers, members, or directors must be reported to the Board of License Commissioners within 30 days.
 - (B) Any acquisition by any person of more than ten per cent (10%) of any class of corporate stock must be reported within 30 days.
 - (C) Any transfer of fifty percent (50%) or more of any class of corporate stock can be made only by written application to the licensing board subject to the procedures for a transfer of a license.

APPLICATION FOR TRANSFER OF LICENSE ONLY

Transfer of Location _____ Name _____ Stock _____ Current Retail Class _____ Transfer of ownership _____

Name of Transferor (applicant/old owner)

d/b/a

Address

The above hereby petitions the Licensing Board to transfer the said license to:

New Location (If any): _____

New Name (If any): _____

If change of stockholders, list old and new stockholders:

Signature of Transferor (old owner)

Date

Signature of Transferee (New Owner)

Date

FOLKLORE PROVISIONS

COFFEE & TEA:

Hot or iced

Coffee - \$3.50 / \$5.50
 Espresso - \$4.00
 Americano - \$4.00 / \$5.00
 Cappuccino - \$5.00 / \$6.00
 Latte - \$5.00 / \$6.00
 Galao - \$5.00 / \$6.00
 Chai Latte - \$5.50 / \$6.50
 Matcha Latte - \$5.50 / \$6.50
 Tea - \$3.50 / \$4.50

PASTRY:

Sweet

Pasteis De Nata - \$2.00
 Pie Crust Munchies (6) - \$6.00
 Ginger Scone - \$4.00
 Apple Crostata - \$6.00
 Morning Glory Muffin - \$4.00
 Chocolate Croissants - \$5.00
 Fresh Fruit Tart - \$8.00
 GF Sea Salted Brown Butter Chocolate Chip Cookies - \$4.00
 Phoebe's Blondies - \$4.00

Eggs

Spinach, Feta, Red Onion & Green Olive Quiche - \$7
 Bacon, Cream Cheese & Chive Quiche - \$7

TOAST:

Avocado Toast
 Pimenta Moida, Radish, Olive Oil, Lemon & Sea Salt - \$10

House Ricotta Toast
 Fresh Figs, Lavender Honey, Mint & Sea Salt - \$10

SALAD:

Salada De Polvo – Red Onion, Green Olive, Garlic, Parsley, Vinegar & E.v.o.o. - \$12.00

Poppy Seed Salad – Cucumber, Cherry Tomato, Carrot, Romaine, Arugula & Honey Poppyseed Dressing - \$10

Kale Salad – Baby Kale, Roasted Sweet Potato, Apple, Golden Raisin, Pickled Shallot, Toasted Pecan, Goat Cheese & Maple Thyme Vinaigrette - \$14

SANDWICHES:

Bifana – Marinated Pork Cutlet with Arugula & Piri Piri Mayo on a Toasted Portuguese Roll - \$12

Folklore Tuna Melt – Azorean Tinned Tuna, Celery, Sweet Pickles & Mayo on Toasted Nanny Bread with White Cheddar & Dill - \$12

Portabello – Vegan Pesto, Roasted Peppers, Cashew Ricotta, Arugula & Tapenade - \$12

Jamon Serrano – Arugula, Queijo Sao Jorge, Fresh Figs & Balsamic Glaze on a Toasted Portuguese Roll - \$14

SOUP:

Zelinda's Caldo Verde – Chourico, Potato & Kale - \$5

Folklore Chowder – Chopped Clams, Smoked Bacon, Chourico, Potato, Ails, Brown Butter & Dill - \$5

PREPARED FOODS TO-GO:

Pint Folklore Chowder

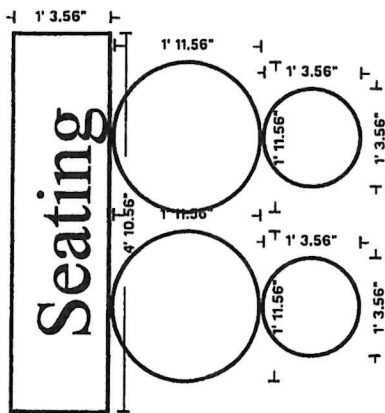
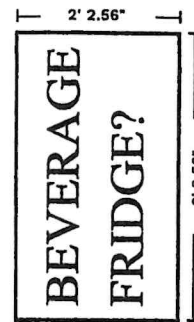
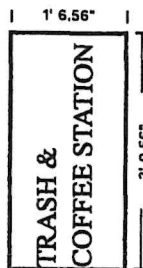
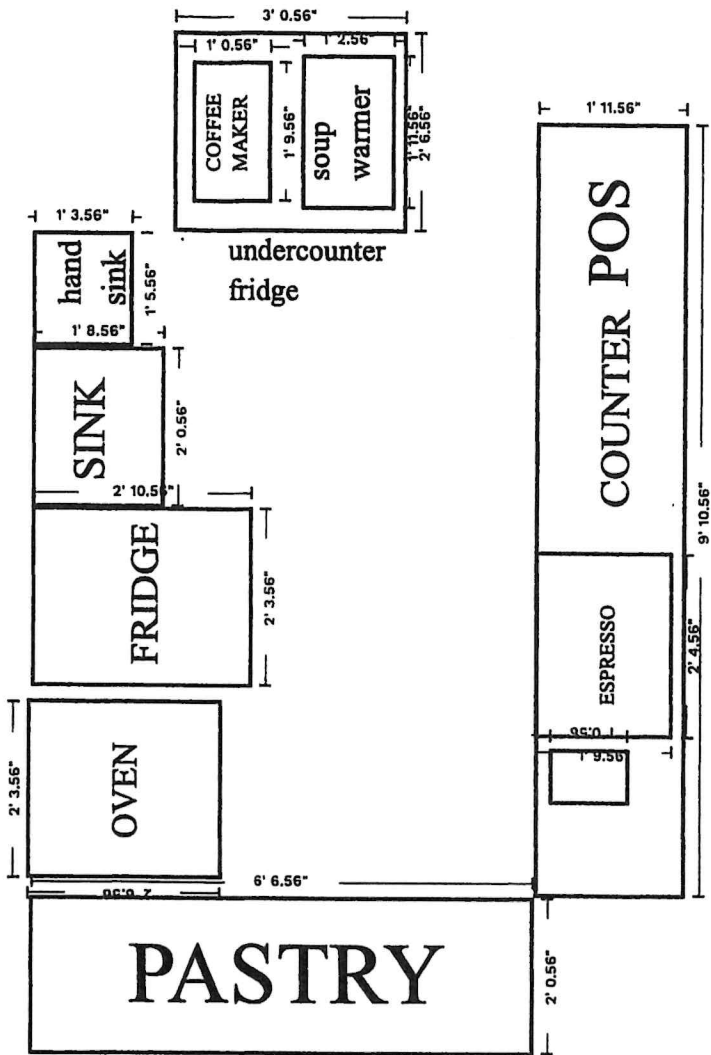
Pint Zelinda's Caldo Verde

½ Pint/Pint Tuna Salad

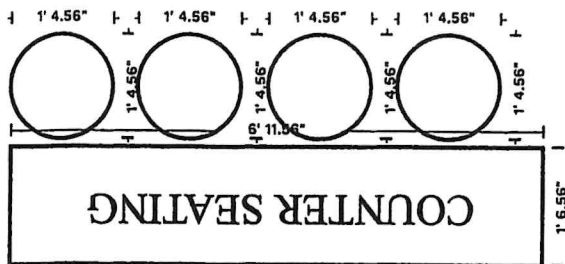
½ Pint/Pint Salada De Polvo

Tia Nat's Queijo Fresco

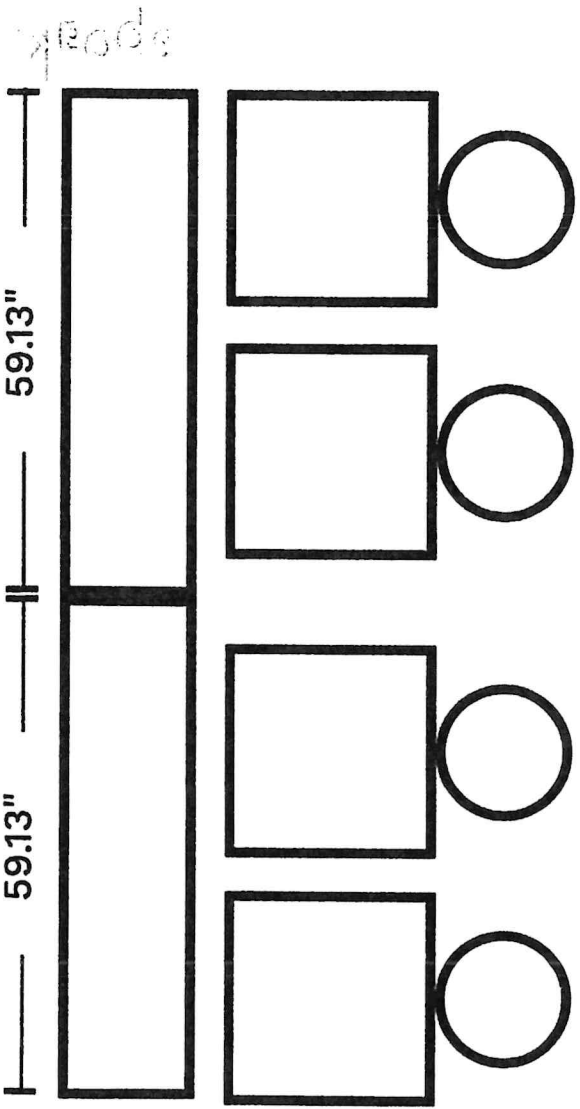
spok.



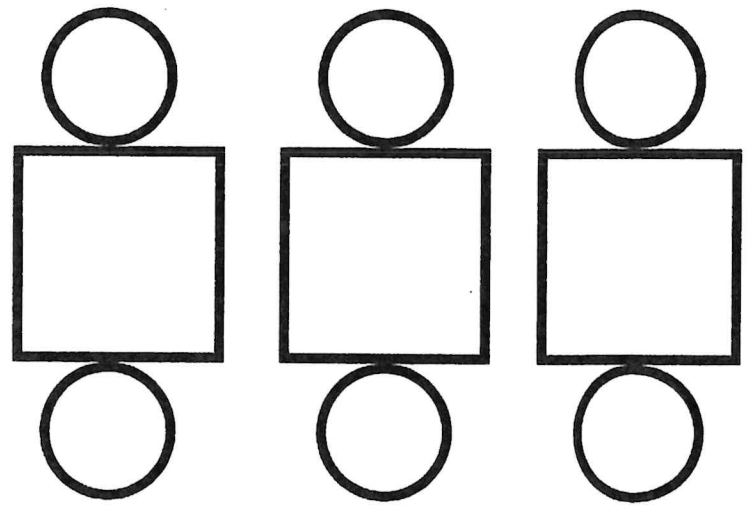
FRONT OF THE KITCHEN
8 SEATS



FRONT →
DOOR



DINING ROOM



- 14 SEATS -
DINING ROOM

BATHROOM



TOWN CLERK'S OFFICE
Melissa Cordeiro, Town Clerk

10 Court Street
 Bristol, RI 02809
 Tel. 401-253-7000
 Fax. 401-253-2647
 Email: Mcordeiro@bristolri.gov

MEMORANDUM

TO: Steven Contente
 TOWN ADMINISTRATOR

FROM: Melissa Cordeiro
 COUNCIL CLERK

DATE: January 3, 2024

RE: Charles Eli Dunn, Folklore, LLC, d/b/a Folklore
 Provisions, 301 Hope Street - request for one
 additional BV Liquor License

May we please have your recommendation or the recommendation of the department head you deem appropriate in order for the Council to review the request at the special Town Council Meeting to be held on **January 17, 2024**.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, January 10, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
 Attachment



Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: January 5, 2024
Re: License Recommendation, January 17 Council Meeting

2024 JAN - 8 PM 2: 02

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

The fire department has reviewed the license request presented as follows:

1. BV Liquor License
Charles Eli Dunn, Folklore, LLC, d/b/a Folklore Provisions
301 Hope St.

There is no objection to the granting of said license provided the applicant is compliant with all applicable laws, codes, ordinances, and/or other compliancy requirements.

Concun
Stm
STEVEN CONTENTE
Town Administrator

TOWN COUNCIL
JAN 17 2024
MEETING



Bristol Police Department

395 METACOM AVENUE BRISTOL, RHODE ISLAND 02809
TELEPHONE (401) 253-6900



KEVIN M. LYNCH
Chief of Police

BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 01-03-2024

PETITION DESCRIPTION:

Charles Eli Dunn, Folklore, LLC d/b/a Folklore Provisions, 301 Hope Street- request for one additional BV Liquor License

PERSON/S FILING PETITION: Charles Eli Dunn

LICENSE RENEWAL NEW PETITION

REVIEW:

- APPROVED
- CONDITIONAL APPROVAL
- DENIED
- FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

NOTES:

After reviewing this petition, there is no known reason for denial of this additional license provided that all laws and ordinances governing this practice are followed to include hours of operation and alcohol service restrictions for Class BV Liquor License. If approved by the Town Council, I do recommend a 6-month review be conducted to ensure that we do not have an increase in complaints or calls for service to this establishment.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 01-09-2024

TOWN COUNCIL
JAN 17 2024
MEETING

concern
St Contente
STEVEN CONTENTE
Town Administrator

2024 JAN 11 AM 10:38
 TOWN CLERK'S OFFICE
 BRISTOL, RHODE ISLAND



Town of Bristol, Rhode Island

Department of Community Development

10 Court Street
Bristol, RI 02809
bristolri.gov
401-253-7000

January 8, 2024

TO: Steven Contente, Town Administrator
FROM: Diane M. Williamson, Director
RE: Folklore Provisions at 301 Hope Street
Request for BV license

2024 JAN -8 PM 2:01
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

I have reviewed the above petition and have no objection to the issuance of a BV license.

STEVEN CONTENTE
Town Administrator

TOWN COUNCIL
JAN 17 2024
MEETING



LICENSE REQUEST: ONE-DAY DANCING & ENTERTAINMENT LICENSE (NON-PROFIT)

PETITION TO THE TOWN COUNCIL

To the Honorable Town Council of the Town of Bristol: The undersigned hereby respectfully requests of your Honorable Body to be granted a

ONE-DAY DANCING & ENTERTAINMENT LICENSE (NON-PROFIT)

FOR: Explore Bristol / British Motorcars in Bristol

ADDRESS: Independence Park

APPLICANT: Philip Fitting

TYPE OF ENTERTAINMENT: Live Band

DATE OF EVENT: 6-7-24

TIME OF EVENT: 5:30 - 9:00 PM

TOWN CLERK'S OFFICE BRISTOL, RHODE ISLAND JUN 24 11 19 AM 2024

- One Day Dancing & Entertainment License (Non-Profit) Petition
Sketch of proposed location for entertainment

Please attend the Council Meeting on Feb 28, 2024 @ 1pm
Petition must be returned by

*SIGNATURE: [Signature]

NAME: Philip Fitting

ADDRESS: 26 Viking Drive

TOWN: Bristol

DATE OF BIRTH: [Redacted]

BUSINESS TELEPHONE: [Redacted]

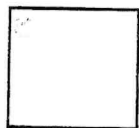
HOME TELEPHONE: [Redacted]

EMAIL: P [Redacted]

Mailed:

Date Received:

TAX STAMP



TO BE USED BY FINANCE DEPARTMENT

*BY SIGNING THIS PETITION, I CONSENT TO EXAMINATION AND RELEASE OF RECORDS AND INFORMATION REGARDING MY BACKGROUND, INCLUDING POLICE RECORDS, EDUCATIONAL INFORMATION, RESIDENCE RECORDS, AND ANY COURT RECORDS

TOWN COUNCIL

FEB 28 2024

MEETING





TOWN CLERK'S OFFICE
Melissa Cordeiro, Town Clerk

10 Court Street
 Bristol, RI 02809
 Tel. 401-253-7000
 Fax. 401-253-2647
 Email: Mcordeiro@bristolri.gov

MEMORANDUM

TO: Steven Contente
 TOWN ADMINISTRATOR

FROM: Melissa Cordeiro
 COUNCIL CLERK

DATE: January 26, 2024

RE: Philip Fitting, British Motorcars in Bristol,
 request for a one-day Dancing and Entertainment
 License in support of Explore Bristol at
 Independence Park on Friday, June 7, 2024 from
 5:30 p.m. to 9 p.m.

May we please have your recommendation or the recommendation of the department head you deem appropriate in order for the Council to review the request at the Town Council Meeting to be held on **February 28, 2024**.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, February 21, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
 Attachment



Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: January 29, 2024
Re: License Recommendation, February 28 Council Meeting

2024 JAN 29 AM 11:23

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

The fire department has reviewed the license request presented as follows:

- 1. One Day Dancing and Entertainment
 - Philip Fitting for British Motorcars in Bristol
 - Independence Park
 - Friday June 7, 2024 from 1730-2100

There is no objection to the granting of said license provided the applicant is compliant with all applicable laws, codes, ordinances, and/or other compliancy requirements.

concern
the intent
 STEVEN CONTENTE
 Town Administrator

TOWN COUNCIL
 FEB 28 2024
 MEETING



Bristol Police Department

395 METACOM AVENUE BRISTOL, RHODE ISLAND 02809
TELEPHONE (401) 253-6900



KEVIN M. LYNCH
Chief of Police

BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 01-26-2024

PETITION DESCRIPTION:

Philip Fitting, British Motorcars in Bristol-request for a one-day Dancing and Entertainment license in support of Explore Bristol at Independence Park on Friday, June 7, 2024 from 5:30 pm to 9 pm.

PERSON/S FILING PETITION: Philip Fitting

LICENSE RENEWAL NEW PETITION

REVIEW:

- APPROVED
- CONDITIONAL APPROVAL
- DENIED
- FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

2024 FEB 23 AM 8:52
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

NOTES:

I have met with the committee members regarding this event. This is an annual event held at this location with no reported issues or complaints in previous years. After reviewing this request, I find no reason to deny the petitioner's request, provided that all guidelines set forth by the application and all Laws and Ordinances governing this practice are followed.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 02-08-2024

Steven Contente
STEVEN CONTENTE
Town Administrator

Warren Rensehausen, CPRP
Director of Parks & Recreation
wrensehausen@bristolri.gov

Tim Shaw
Asst. Director of Parks & Recreation
tshaw@bristolri.gov



RECREATION BOARD
N. Diane Davis
KARL ANTONEVICH
MIKE CABRAL
DONALD SQUIRES
JOSEPH DEMELO
Kevin Manuel

MEMORANDUM

To: Steven Contente
Town Administrator

From: Warren Rensehausen, CPRP
Director
Bristol Parks and Recreation Department

2024 FEB 23 PM 2:50
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

Date: February 23, 2024

Re: Philip Fitting, British Motorcar request for a one day entertainment license at Independence Park

The Department of Bristol Parks and Recreation supports the Request for this event, and ask the following;

- Allow open access to Independence Park and any sidewalk or walkway in the vicinity.
- Work with the Department to remove any rubbish and signage that the event accumulates.
- Provide payment for any damage done to the grounds or property at Independence Park from this event.
- Verify that any vendors have proper licensing from the Town Clerks office.
- Be sure that **no vehicles enter or exit** the park during the event without an event organizer guiding them, **and also during set up and break down of any equipment.**
- Contact the Parks & Recreation director or designee in advance and post event to meet onsite to observe condition of the grounds pre and post event.

Steven Contente
STEVEN CONTENTE
Town Administrator



TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

PETITION TO THE TOWN COUNCIL

JAN 25 AM 10:19

Date Received: To the Honorable Town Council of the Town of Bristol:
The undersigned hereby respectfully requests of
your Honorable Body to be granted a

TYPE OF EVENT

BRITISH MOTOR CAR SHOW

PUBLIC EVENT PRIVATE EVENT

Street Address of Event:

ASYLUM RD. LOWER FIELD

~~WORTHINGTON~~ SOUTH SIDE

PUBLIC PROPERTY PRIVATE PROPERTY

*Amount of People Expected to Attend 400

Number of Food Trucks

4
(In addition to the event permit, all food trucks
in attendance must obtain a municipal MFE
permit from the town)

Date of Event: 6-8-24

Time of Event: 8:00 AM to 5:00 PM

*Public events that anticipate an assembly of 500 people or more, require a temporary Mass Gathering Permit and must be approved by the Town Council.

If this is a Temporary Mass Gathering Permit, you are required to attend the Council Meeting on:

Petition must be received 90 days in advance of the proposed event.

For office use only:

- Fee for permit \$300
- Fee for permit exempt (per sec 19-127)
- Administrative Event Permit

PHILIP FITTING
Applicant Name (Print)

Applicant Signature**

203 253 7487
Applicant Phone Number -

Explosive Bristol
Organization Name

REQUIRED DOCUMENTATION

- List of MFE trucks to be in attendance
- Diagram of location of MFE at event

**The Applicant accepts all liability for the actions of patrons at the event, and is advised to consult with the Police Chief to determine the need for police coverage at the event.

***All event permits shall be issued on the condition that the organizer of the event must leave sufficient space for emergency vehicles in compliance with the Rhode Island Fire Safety Code.

Date Approved: _____ Council Clerk (not required for itinerant MFE permits)

Council action: _____ Town Administrator/Director of Public Safety (not required for itinerant MFE)

TOWN COUNCIL
FEB 28 2024
MEETING





TOWN CLERK'S OFFICE
Melissa Cordeiro, Town Clerk

10 Court Street
 Bristol, RI 02809
 Tel. 401-253-7000
 Fax. 401-253-2647
 Email: Mcordeiro@bristolri.gov

MEMORANDUM

TO: Steven Contente
 TOWN ADMINISTRATOR

FROM: Melissa Cordeiro
 COUNCIL CLERK

DATE: January 26, 2024

RE: Philip Fitting, British Motorcars in Bristol,
 request for 4 food trucks in support of Explore
 Bristol at the lower field of the town beach,
 south side of Asylum Road on Saturday, June 8,
 2024 from 8 a.m. to 5 p.m.

A handwritten signature in black ink, appearing to read 'Melissa Cordeiro', is written over the 'FROM' field of the memorandum.

May we please have your recommendation or the recommendation of the department head you deem appropriate in order for the Council to review the request at the Town Council Meeting to be held on **February 28, 2024**.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, February 21, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
 Attachment



Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: January 29, 2024
Re: License Recommendation, February 28 Council Meeting

2024 JAN 29 AM 11:23

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

The fire department has reviewed the license request presented as follows:

1. Use of Lower Field at the Town Beach
 Philip Fitting for British Motorcars in Bristol
 Asylum Road
 Saturday June 8, 2024 from 0800-1700

There is no objection to the granting of said license provided the applicant is compliant with all applicable laws, codes, ordinances, and/or other compliancy requirements.

Concern
THM
 STEVEN CONTENTE
 Town Administrator

TOWN COUNCIL
 FEB 28 2024
 MEETING



Bristol Police Department

395 METACOM AVENUE BRISTOL, RHODE ISLAND 02809
TELEPHONE (401) 253-6900



KEVIN M. LYNCH
Chief of Police

BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 01/26/2024

PETITION DESCRIPTION:

Philip Fitting, British Motorcars in Bristol, reequest for 4 food trucks in support of Explore Bristol at the lower field of the Town Beach, south side of Asylum Road on Saturday, June 8,2024 from 8am to 5pm.

PERSON/S FILING PETITION: Philip Fitting

LICENSE RENEWAL NEW PETITION

REVIEW:

- APPROVED
- CONDITIONAL APPROVAL
- DENIED
- FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

2024 FEB 23 AM 8:52
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

NOTES:

Philip Fitting for Explore Bristol is requesting a Mobile Food Truck permit for a British Car Show event scheduled for Saturday, June 8th, 2024, from 8am until 5pm. Mr. Fitting provided a location map for the event. The Explore Bristol Committee will ensure that all food trucks are licensed with the Town of Bristol, and they will provide a finalized list of all Food trucks participating in this event prior to June. I have been in contact with the committee members regarding this event. After reviewing this petition, I find no reason to deny the petitioner's request for a Mobile Food Truck event permit, provided that all guidelines set forth by the application, including any insurance requirements, and all Laws and Ordinances governing this practice are followed.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 02-08-2024

Steven Contente
STEVEN CONTENTE
Town Administrator

Warren Rensehausen, CPRP
Director of Parks & Recreation
wrensehausen@bristolri.gov

Tim Shaw
Asst. Director of Parks & Recreation
tshaw@bristolri.gov



RECREATION BOARD
N. Diane Davis
KARL ANTONEVICH
MIKE CABRAL
DONALD SQUIRES
JOSEPH DEMELO
Kevin Manuel

MEMORANDUM

To: Steven Contente
Town Administrator

From: Warren Rensehausen, CPRP
Director
Bristol Parks and Recreation Department

2024 FEB 23 AM 9:19
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

Date: February 16, 2024

Re: Philip Fitting, British Motorcar request for food trucks at Town Beach

The Department of Bristol Parks and Recreation supports the Request to have food trucks at the Car show, and ask the following;

- Allow open access the Town Beach and any sidewalk or walkway in the vicinity.
- Work with the Department to remove any rubbish and signage that the event accumulates.
- Provide payment for any damage done to the grounds or property of the Town Beach/fields from this event.
- Verify that any vendors have proper licensing from the Town Clerks office, and verify that they are outside of the 400' mark for the Town's concession stand.
- Be sure that **no vehicles enter or exit** from the Access road during the event without an event organizer guiding them, **and also during set up and break down of any equipment.**
- Contact the Parks & Recreation director or designee in advance and post event to meet onsite to observe condition of the grounds pre and post event.

Steven Contente
STEVEN CONTENTE
Town Administrator



LICENSE REQUEST: **ONE-DAY DANCING & ENTERTAINMENT LICENSE (NON-PROFIT)**

PETITION TO THE TOWN COUNCIL

To the Honorable Town Council of the Town of Bristol
The undersigned hereby respectfully requests of
your Honorable Body to be granted a

2024 FEB -6 AM 10:11
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

ONE-DAY DANCING & ENTERTAINMENT LICENSE (NON-PROFIT)

FOR: Our Lady of Mt. Carmel School

ADDRESS: 127 State Street, Bristol

APPLICANT: Carmen M. Anania

TYPE OF ENTERTAINMENT: Dinner/Dance - Fundraiser

DATE OF EVENT: May 18, 2024 TIME OF EVENT: 6:00 pm

- One Day Dancing & Entertainment License (Non-Profit) Petition
- Sketch of proposed location for entertainment

Please attend the Council Meeting on FEB 28, 2024
Petition must be returned by

*SIGNATURE: Carmen M. Anania

NAME: Carmen M. Anania

ADDRESS: 7 Monterey Dr

TOWN: Bristol

DATE OF BIRTH:

BUSINESS TELEPHONE #:

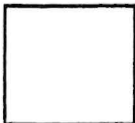
HOME TELEPHONE #: _____

Mailed:

EMAIL:

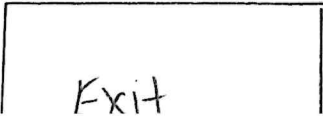
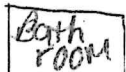
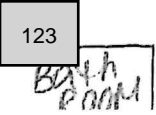
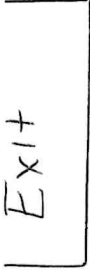
Date Received: 2/6/24

TAX STAMP



TO BE USED BY FINANCE DEPARTMENT

*BY SIGNING THIS PETITION, I CONSENT TO EXAMINATION AND RELEASE OF RECORDS AND INFORMATION REGARDING MY BACKGROUND, INCLUDING POLICE RECORDS, EDUCATIONAL INFORMATION, RESIDENCE RECORDS, AND ANY COURT RECORDS.





Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: February 7, 2024
Re: License Recommendation, February 28 Council Meeting

2024 FEB -9 PM 2:26

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

The fire department has reviewed the license request presented as follows:

1. One Day Dancing and Entertainment
 Our Lady of Mt. Carmel School
 127 State St.
 May 18, 2024 from 1800-2300

There is no objection to the granting of said license provided the applicant is compliant with all applicable laws, codes, ordinances, and/or other compliancy requirements.

CONCUR
[Signature]
 STEVEN CONTENTE
 Town Administrator



Bristol Police Department

395 METACOM AVENUE BRISTOL, RHODE ISLAND 02809
TELEPHONE (401) 253-6900



KEVIN M. LYNCH
Chief of Police

BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 02-07-2024

PETITION DESCRIPTION:

Our Lady of Mt. Carmel School request for One-Day Dance & Entertainment License, May 18, 2024.

PERSON/S FILING PETITION: Carmen Anania

LICENSE RENEWAL NEW PETITION

REVIEW:

- APPROVED
- CONDITIONAL APPROVAL
- DENIED
- FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

2024 FEB 23 AM 8:52
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

NOTES:

Carmen Anania from Mt. Carmel Church is requesting a one-day Dance and Entertainment license to hold a dinner dance fundraiser. After reviewing this petition request, I find no reason to deny the petitioner's request for a one-day dancing and entertainment license provided that all guidelines set forth by this application, including all Laws and Ordinances governing this practice are followed. The Church staff will need to ensure that all noise levels created by this event adhere to levels set forth in the Town Ordinance.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 02-08-2024

concern
the town
STEVEN CONTENTE
Town Administrator



LICENSE REQUEST: **ONE-DAY DANCING & ENTERTAINMENT LICENSE (NON-PROFIT)**
PETITION TO THE TOWN COUNCIL

To the Honorable Town Council of the Town of Bristol:
The undersigned hereby respectfully requests of
your Honorable Body to be granted a

ONE-DAY DANCING & ENTERTAINMENT LICENSE (NON-PROFIT)

FOR: Bristol Police Department

ADDRESS: 395 Metacom Ave Bristol, RI

APPLICANT: Sgt Ricardo Mourato

TYPE OF ENTERTAINMENT: Community Night Out (DJ)

DATE OF EVENT: 8/14/24 TIME OF EVENT: 5:30pm - 8:30pm

- One Day Dancing & Entertainment License (Non-Profit) Petition
- Sketch of proposed location for entertainment

Please attend the Council Meeting on

*SIGNATURE: Sgt Ricardo Mourato

Petition must be returned by

NAME: Sgt Ricardo Mourato

ADDRESS: 395 Metacom Ave

TOWN: Bristol, RI

DATE OF BIRTH: _____

Mailed:

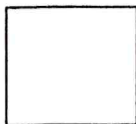
BUSINESS TELEPHONE #: _____

HOME TELEPHONE #: _____

Date Received: _____

EMAIL: _____

TAX STAMP



TO BE USED BY FINANCE DEPARTMENT

*BY SIGNING THIS PETITION, I CONSENT TO EXAMINATION AND RELEASE OF RECORDS AND INFORMATION REGARDING MY BACKGROUND, INCLUDING POLICE RECORDS, EDUCATIONAL INFORMATION, RESIDENCE RECORDS, AND ANY COURT RECORDS.



Bristol Police Department

395 METACOM AVENUE ◊ BRISTOL, RHODE ISLAND 02809
TELEPHONE (401) 253-6900



KEVIN M. LYNCH
Chief of Police

Subject: Permit Request for Community Night Out Event on Town Common and Funding Request

Dear Madam Clerk,

The Bristol Police Department's Planning and Training Division is currently in the early stages of planning our 3rd Annual Community Night Out Event, scheduled to take place on August 14, 2024, 5:30 pm-8:30 PM on the Town Common. To facilitate the smooth execution of this event, we are formally requesting a permit to host the Community Night Out on the Common. We believe that this event will not only continue to strengthen community bonds but also contribute positively to the well-being of our residents.

In addition to the permit request, we would like to be placed on the February 28, 2024, council docket. During this session, we intend to present our plans for the Community Night Out Event and discuss the benefits it brings to our community.

Furthermore, recognizing the importance of community involvement and support, we are seeking financial assistance from the council to ensure the success of the event. We kindly request a grant of \$1,000 to help cover the necessary expenses associated with organizing and hosting the Community Night Out.

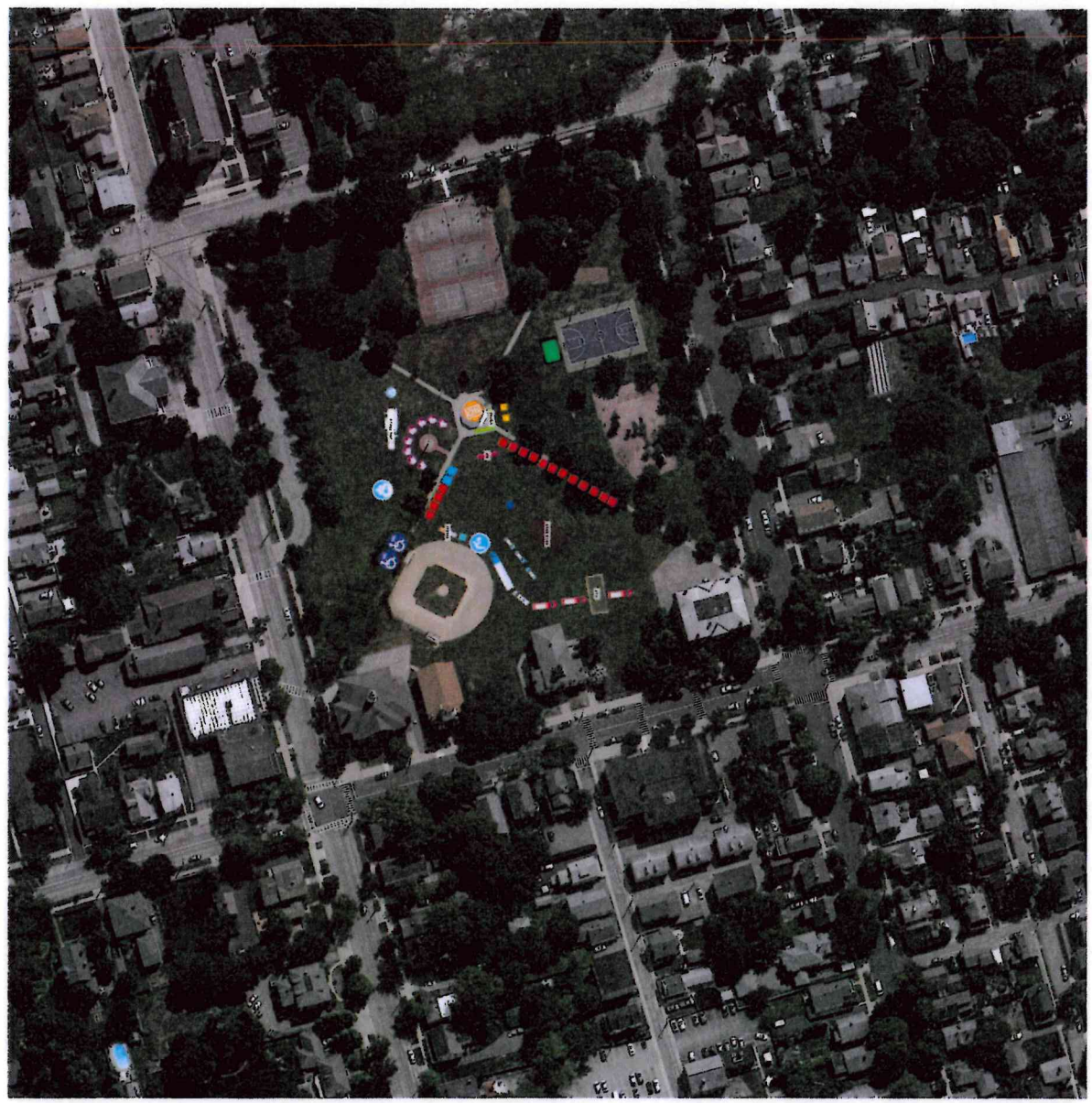
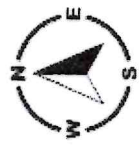
We believe that the funds allocated for this event will contribute significantly to fostering a sense of unity and safety within our community. If there are any additional forms or procedures we need to follow to facilitate this process, please do not hesitate to inform me.

Sincerely,

Sgt. Ricardo Mourato

Sgt. Ricardo Mourato

2024 FEB -5 AM 9:05
TOWN CLERKS OFFICE
BRISTOL, RHODE ISLAND



- OB Truck
- Accessible Pathways
- Tent Bed
- Tent Bed
- Tent Bed
- Tent Bed
- Heavy Baller
- TV Boat
- Fast Food
- Fast Food
- Fast Food
- Fast Food
- Fast Food
- Fast Food
- Fast Food
- Fast Food
- Fast Food
- Fast Orange
- Tent Orange
- Electrical Cooling Route
- Compliment Pink
- Water Board
- Truck
- BOV / Semi Trailer
- Amulance
- Police Car
- Police Car
- Police Car
- Fire Engine
- Fire Engine
- 2D Grass Signage
- Circle Blue
- UJ position
- YO Boat
- Tent Sky Blue
- Tent Sky Blue
- Tent Bed
- Tent Bed
- Tent Bed
- Tent Bed
- Tent Bed
- Tent Bed
- Tent Bed
- Tent Bed
- Tent Bed
- Tent Bed
- Tent Bed
- Tent Bed
- Tent Bed
- Entertainment
- Compliment Lime
- Compliment Lime
- Tent Turquoise
- Accessible Pathways


 OB Truck (1)

 Heavy Roller (1)

 Tent Orange (2)

 Water Board (1)

 Ambulance (1)

 3D Grass Signage (1)

 TO Boat (1)

 Container Lime (2)



Accessible Toilets (2)



TV Boat (1)

--- Electrical Cabling Route (1)



Truck (1)



Police Car (3)



Circle Blue (1)



Tent Sky Blue (2)



Tent Turquoise (1)



Tent Red (16)



Fast Food (8)



Container Pink (1)



HGV / Semi Trailer (1)



Fire Engine (3)



DJ position (1)



Entertainment (1)



TOWN CLERK'S OFFICE
Melissa Cordeiro, Town Clerk

10 Court Street
 Bristol, RI 02809
 Tel. 401-253-7000
 Fax. 401-253-2647
 Email: Mcordeiro@bristolri.gov

MEMORANDUM

TO: Steven Contente
 TOWN ADMINISTRATOR

FROM: Melissa Cordeiro
 COUNCIL CLERK

DATE: February 7, 2024

RE: Police Department requests for 3rd Annual
 Community Night Out Event, August 14, 2024:
 -Use of Town Common and Support of Town Council
 -One-Day Dancing & Entertainment License
 -One Food Truck

May we please have your recommendation or the recommendation of the department head you deem appropriate in order for the Council to review the request at the Town Council Meeting to be held on **February 28, 2024**.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, February 21, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
 Attachment



Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: February 12, 2024
Re: License Recommendation, February 28 Council Meeting

2024 FEB 12 PM 12:00

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

The fire department has reviewed the license(s) request presented as follows:

1. Use of the Town Common
2. One-Day Dancing & Entertainment
3. Mobile Food Truck

Sgt. Ricardo Mourato for Community Night Out

Town Common

August 14, 2024 from 1730-2030

There is no objection to the granting of said license provided the applicant is compliant with all applicable laws, codes, ordinances, and/or other compliancy requirements.

Steven Contente
 STEVEN CONTENTE
 Town Administrator



Bristol Police Department

395 METACOM AVENUE BRISTOL, RHODE ISLAND 02809
TELEPHONE (401) 253-6900



KEVIN M. LYNCH
Chief of Police

BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 02-07-2024

PETITION DESCRIPTION:

Bristol Police Department- Request for 3rd Annual Community Night Out Event, August 14, 2024 Use of Town Common and support of Town Council, One-day Dancing & Entertainment License and one food truck permit

PERSON/S FILING PETITION: Sergeant Ricardo Mourato

LICENSE RENEWAL NEW PETITION

REVIEW:

- APPROVED
- CONDITIONAL APPROVAL
- DENIED
- FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

2024 FEB 23 AM 8:52
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

NOTES:

On Behalf of the Bristol Police Department, Sergeant Mourato is requesting a Mobile Food Truck permit, One-day Dance and Entertainment license and the use of the Town Common to hold a 3rd Annual Community Night Out event. After reviewing this petition, I find no reason to deny the petitioner's request for the listed permits, provided that all guidelines set forth by the application, including any insurance requirements, and all Laws and Ordinances governing this practice are followed.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 02-15-2024

Steven Contente
STEVEN CONTENTE
Town Administrator

Warren Rensehausen, CPRP
Director of Parks & Recreation
wrensehausen@bristolri.gov

Tim Shaw
Asst. Director of Parks & Recreation
tshaw@bristolri.gov



RECREATION BOARD
N. Diane Davis
KARL ANTONYEVICH
MIKE CABRAL
DONALD SQUIRES
JOSEPH DEMELO
Kevin Manuel

2024 FEB 23 AM 9:18
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

MEMORANDUM

To: Steven Contente
Town Administrator

From: Warren Rensehausen, CPRP
Director
Bristol Parks and Recreation Department

Date: February 16, 2024

Re: Police Department Community night out

The Department of Bristol Parks and Recreation supports the Request to have their Community Night Out and ask the following;

- Allow open access to the Town Common and any sidewalk or walkway in the vicinity.
- Work with the Department to remove any rubbish and signage that the event accumulates.
- Provide payment for any damage done to the grounds or property of the Common from this event.
- Verify that any vendors have proper licensing from the Town Clerks office
- Be sure that **no vehicles enter or exit** from the Park during the event without an event organizer guiding them, **and also during set up and break down of any equipment.**
- Contact the Parks & Recreation director or designee in advance and post event to meet onsite to observe condition of the grounds pre and post event.

Steven Contente
STEVEN CONTENTE
Town Administrator



PETITION TO THE TOWN COUNCIL

Date Received: _____

To the Honorable Town Council of the Town of Bristol:
The undersigned hereby respectfully requests of
your Honorable Body to be granted a

TYPE OF EVENT

Community Night Out

PUBLIC EVENT

PRIVATE EVENT

Street Address of Event:

Town Common

PUBLIC PROPERTY

PRIVATE PROPERTY

*Amount of People Expected to Attend _____

*Public events that anticipate an assembly of 500 people or more, require a temporary Mass Gathering Permit and must be approved by the Town Council.

If this is a Temporary Mass Gathering Permit, you are required to attend the Council Meeting on:

Petition must be received 90 days in advance of the proposed event.

For office use only:

Fee for permit \$300

Fee for permit exempt (per sec 19-127)

Administrative Event Permit

Number of Food Trucks

1

(In addition to the event permit, all food trucks in attendance must obtain a municipal MFE permit from the town)

Date of

Event: August 14, 2024

Time of

Event: 5:30 pm - 8:30 pm

Sgt Ricardo Mourato

Applicant Name (Print)

Sgt Ricardo Mourato

Applicant Signature**

Applicant Phone Number

Bristol Police Department

Organization Name

Mac's screaming Corn & Tacos

REQUIRED DOCUMENTATION

List of MFE trucks to be in attendance

Diagram of location of MFE at event

**The Applicant accepts all liability for the actions of patrons at the event, and is advised to consult with the Police Chief to determine the need for police coverage at the event.

***All event permits shall be issued on the condition that the organizer of the event must leave sufficient space for emergency vehicles in compliance with the Rhode Island Fire Safety Code.

Date Approved: _____

Council Clerk (not required for itinerant MFE permits)



Bristol Police Department

395 METACOM AVENUE ◊ BRISTOL, RHODE ISLAND 02809
TELEPHONE (401) 253-6900



KEVIN M. LYNCH
Chief of Police

Subject: Permit Request for Community Night Out Event on Town Common and Funding Request

Dear Madam Clerk,

The Bristol Police Department's Planning and Training Division is currently in the early stages of planning our 3rd Annual Community Night Out Event, scheduled to take place on August 14, 2024, 5:30 pm-8:30 PM on the Town Common. To facilitate the smooth execution of this event, we are formally requesting a permit to host the Community Night Out on the Common. We believe that this event will not only continue to strengthen community bonds but also contribute positively to the well-being of our residents.

In addition to the permit request, we would like to be placed on the February 28, 2024, council docket. During this session, we intend to present our plans for the Community Night Out Event and discuss the benefits it brings to our community.

Furthermore, recognizing the importance of community involvement and support, we are seeking financial assistance from the council to ensure the success of the event. We kindly request a grant of \$1,000 to help cover the necessary expenses associated with organizing and hosting the Community Night Out.

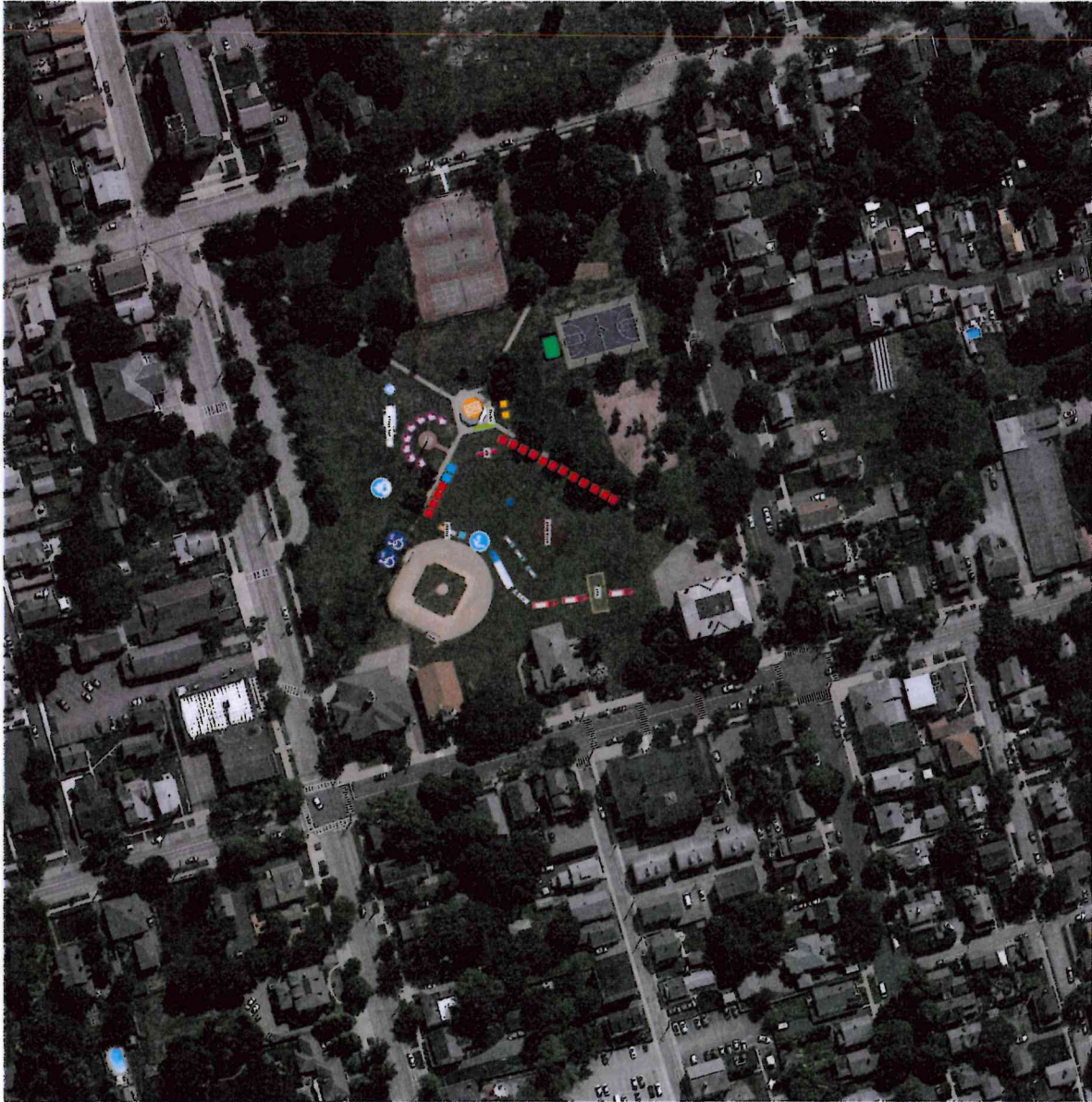
We believe that the funds allocated for this event will contribute significantly to fostering a sense of unity and safety within our community. If there are any additional forms or procedures we need to follow to facilitate this process, please do not hesitate to inform me.

Sincerely,

Sgt. Ricardo Mourato









Sgt. Ricardo Mourato








TOWN CLERKS OFFICE
 BRISTOL, RHODE ISLAND
 2024 FEB -5 AM 9:05



- OB Tank
- Accessible Toilets
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Heavy Boiler
- TV Booth
- Fast Food
- Fast Food
- Fast Food
- Fast Food
- Fast Food
- Fast Food
- Fast Food
- Fast Food
- Tent Orange
- Tent Orange
- Electrical Cabling Booth
- Container Pink
- Water Booth
- Truck
- HGV / Semi Trailer
- Ambulance
- Police Car
- Police Car
- Police Car
- Fire Engine
- Fire Engine
- Fire Engine
- 3D Grass Shading
- Cyclist Blue
- WJ Junction
- T0 Booth
- Tent Sky Blue
- Tent Sky Blue
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Entertainment
- Container Lime
- Container Lime
- Tent Turquoise
- Accessible Toilets

-  OB Truck (1)
-  Heavy Roller (1)
-  Tent Orange (2)
-  Water Board (1)
-  Ambulance (1)
-  3D Grass Signage (1)
-  TO Boat (1)
-  Container Lime (2)

-  Accessible Toilets (2)
-  TV Boat (1)
-  --- Electrical Cabling Route (1)
-  Truck (1)
-  Police Car (3)
-  Circle Blue (1)
-  Tent Sky Blue (2)
-  Tent Turquoise (1)

-  Tent Red (16)
-  Fast Food (8)
-  Container Pink (1)
-  HGV / Semi Trailer (1)
-  Fire Engine (3)
-  DJ position (1)
-  Entertainment (1)



TOWN CLERK'S OFFICE
Melissa Cordeiro, Town Clerk

10 Court Street
 Bristol, RI 02809
 Tel. 401-253-7000
 Fax. 401-253-2647
 Email: Mcordeiro@bristolri.gov

MEMORANDUM

TO: Steven Contente
 TOWN ADMINISTRATOR

FROM: Melissa Cordeiro
 COUNCIL CLERK

DATE: February 7, 2024

RE: Police Department requests for 3rd Annual
 Community Night Out Event, August 14, 2024:
 -Use of Town Common and Support of Town Council
 -One-Day Dancing & Entertainment License
 -One Food Truck

May we please have your recommendation or the recommendation of the department head you deem appropriate in order for the Council to review the request at the Town Council Meeting to be held on February 28, 2024.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, February 21, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
 Attachment



Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: February 12, 2024
Re: License Recommendation, February 28 Council Meeting

2024 FEB 12 PM 12:00

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

The fire department has reviewed the license(s) request presented as follows:

1. Use of the Town Common
2. One-Day Dancing & Entertainment
3. Mobile Food Truck

Sgt. Ricardo Mourato for Community Night Out

Town Common

August 14, 2024 from 1730-2030

There is no objection to the granting of said license provided the applicant is compliant with all applicable laws, codes, ordinances, and/or other compliancy requirements.

Concun
Stm Contente
 STEVEN CONTENTE
 Town Administrator



Bristol Police Department

395 METACOM AVENUE BRISTOL, RHODE ISLAND 02809
TELEPHONE (401) 253-6900



KEVIN M. LYNCH
Chief of Police

BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 02-07-2024

PETITION DESCRIPTION:

Bristol Police Department- Request for 3rd Annual Community Night Out Event, August 14, 2024 Use of Town Common and support of Town Council, One-day Dancing & Entertainment License and one food truck permit

PERSON/S FILING PETITION: Sergeant Ricardo Mourato

LICENSE RENEWAL NEW PETITION

REVIEW:

- APPROVED
- CONDITIONAL APPROVAL
- DENIED
- FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

2024 FEB 23 AM 8:52

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

NOTES:

On Behalf of the Bristol Police Department, Sergeant Mourato is requesting a Mobile Food Truck permit, One-day Dance and Entertainment license and the use of the Town Common to hold a 3rd Annual Community Night Out event. After reviewing this petition, I find no reason to deny the petitioner's request for the listed permits, provided that all guidelines set forth by the application, including any insurance requirements, and all Laws and Ordinances governing this practice are followed.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 02-15-2024

STEVEN CONTENTE
Town Administrator

Warren Rensehausen, CPRP
Director of Parks & Recreation
wrensehausen@bristolri.gov

Tim Shaw
Asst. Director of Parks & Recreation
tshaw@bristolri.gov



RECREATION BOARD
N. Diane Davis
KARL ANTONOVICH
MIKE CABRAL
DONALD SQUIRES
JOSEPH DEMELO
Kevin Manuel

2024 FEB 23 AM 0:18
TOWN CLERKS OFFICE
BRISTOL, RHODE ISLAND

MEMORANDUM

To: Steven Contente
Town Administrator

From: Warren Rensehausen, CPRP
Director
Bristol Parks and Recreation Department

Date: February 16, 2024

Re: Police Department Community night out

The Department of Bristol Parks and Recreation supports the Request to have their Community Night Out and ask the following;

- Allow open access to the Town Common and any sidewalk or walkway in the vicinity.
- Work with the Department to remove any rubbish and signage that the event accumulates.
- Provide payment for any damage done to the grounds or property of the Common from this event.
- Verify that any vendors have proper licensing from the Town Clerks office
- Be sure that **no vehicles enter or exit** from the Park during the event without an event organizer guiding them, **and also during set up and break down of any equipment.**
- Contact the Parks & Recreation director or designee in advance and post event to meet onsite to observe condition of the grounds pre and post event.

Steven Contente
STEVEN CONTENTE
Town Administrator



LICENSE REQUEST: VICTUALLING LICENSE

Expires: December 1st

PETITION TO THE TOWN COUNCIL

To the Honorable Town Council of the Town of Bristol:

The undersigned hereby respectfully requests of your Honorable Body to be granted a

VICTUALLING LICENSE

NAME OF ESTABLISHMENT: Vic's Corner Seafood + Catering

ADDRESS: 465 Wood St Bristol

APPLICANT NAME: Victor M. Gomes

HOURS OF OPERATION: M-Closed Tu-Sun 11:00am - 8pm

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 FEB 14 AM 11:54

- Victualling Petition & \$75 License Fee (payable after Council approves license)
- Second Quarter Taxes must be paid (call 253-7000 for amount due)
- Fire Department Clearance 401-253-6912
- Water Pollution Control Clearance (grease removal unit) 401-253-8877
- RI Department of Health Clearance 401-222-6109

Please attend the Council meeting on FEB 25 2024

Petition must be returned by FEB 14 2024

SIGNATURE: Victor M. Gomes

NAME: VICTOR GOMES

ADDRESS: 10 Everett St

TOWN: Warren RI

DATE OF BIRTH: _____

BUSINESS TELEPHONE #: _____

HOME TELEPHONE #: _____

Date Received: _____ EMAIL: _____

TAX STAMP



*BY SIGNING THIS PETITION, I CONSENT TO EXAMINATION AND RELEASE OF RECORDS AND INFORMATION REGARDING MY BACKGROUND, INCLUDING POLICE RECORDS, EDUCATIONAL INFORMATION, RESIDENCE RECORDS, AND ANY COURT RECORDS.

TO BE USED BY FINANCE DEPARTMENT

VINO'S HARBORSIDE

SOUPS AND SALADS

PORTUGUESE SOUP 4
 CHOWDER 6
 FRENCH ONION SOUP 6

TOSSED SALAD (SM)5 (LG)8
 CAESAR SALAD (SM)5 (LG)8
 CLASSIC WEDGE 12
 GREEK 12

add chicken + add shrimp to any salad

APPETIZERS

SHRIMP COCKTAIL (8) 11
 ONION RINGS 7
 CHICKEN TENDERS 10
 BUFFALO TENDERS 11
 CHICKEN WINGS 12
 LITTLE NECKS GARLIC & OIL 17
 CALAMARI 13

add garlic butter or marinade +

SMELTS 11

add garlic butter or marinade +

SHRIMP MOZAMBIQUE 14
 MOZAMBIQUE TENDERS 12
 MOZZARELLA STICKS 8
 CLAMS CASINO 16
 GARLIC BREAD 5

SANDWICHES

8OZ ANGUS BURGER 13
 CHOURICO & CHIPS 10
 SAUSAGE ONIONS & PEPPERS 11
 CHICKEN PARMIGIANA 11
 SALMON BURGER 14
 EGGPLANT PARMIGIANA 10

CHOURICO 10
 MEATBALL 10
 CRISPY CHICKEN 9
 FRIED FISH 11
 CRAB ROLL 16
 LOBSTER ROLL 25

(served with fries or colslaw)

VIC'S HARBORSIDE

ENTREES

CHICKEN PARMIGIANA 16

(served with pasta)

EGGPLANT PARMIGIANA 15

(served with pasta)

BAKED SCROD NEW ENGLAND 18

(served with potato and vegetable)

BAKED SCALLOPS MKT

(served with potato and vegetable)

CHICKEN MOZAMBIQUE 16

(served with french fries and rice)

SHRIMP MOZAMBIQUE 18

(served with french fries and rice)

PORK AND LITTLENECKS 18

LITTLENECKS, GARLIC & OIL

OVER PASTA 21

PASTA WITH MARINARA 9

DEEP FRIED ENTREES

FRIED FISH SM 13 LG 16

FRIED SCALLOPS MKT

FRIED CALAMARI 16

FRIED SHRIMP 16

FRIED CLAMS MKT

FRIED SMELTS 14

SEAFOOD PLATTER MKT

(served with french fries and coleslaw)

EXTRAS

MUSHROOMS .50

ONIONS .50

PORTUGUESE PEPPERS .50

MEATBALLS (2) 3

SAUSAGES (2) 4

CHEESE 1

BACON 2

SMALL FRY 3

LARGE FRY 5

GREEN PEPPERS, HOT PEPPERS .50

ASK US ABOUT OUR DESSERT AND CATERING MENU



TOWN CLERK'S OFFICE
Melissa Cordeiro, Town Clerk

10 Court Street
 Bristol, RI 02809
 Tel. 401-253-7000
 Fax. 401-253-2647
 Email: Mcordeiro@bristolri.gov

MEMORANDUM

TO: Steven Contente
 TOWN ADMINISTRATOR

FROM: Melissa Cordeiro
 COUNCIL CLERK

DATE: February 14, 2024

RE: Victor Gomes, 10 Everett Street, Warren re
 Victualling License for Vic's Corner Seafood &
 Catering, 465 Wood Street

May we please have your recommendation or the recommendation of the department head you deem appropriate in order for the Council to review the request at the Town Council Meeting to be held on **February 28, 2024**.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, February 21, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.

Attachment



Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: February 16, 2024
Re: License Recommendation, February 28 Council Meeting

2024 FEB 23 AM 8:49

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

The fire department has reviewed the license request presented as follows:

1. Victualling
 Victor Gomes fo Vic's Corner Seafood & Catering
 465 Wood St.

There is no objection to the granting of said license provided the applicant is compliant with all applicable laws, codes, ordinances, and/or other compliancy requirements.

Concun
Stm
 STEVEN CONTENTE
 Town Administrator



Bristol Police Department

395 METACOM AVENUE BRISTOL, RHODE ISLAND 02809
TELEPHONE (401) 253-6900



KEVIN M. LYNCH
Chief of Police

BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 02-16-2024

PETITION DESCRIPTION:

Victor Gomes, 10 Everett Street, Warren-request for victualling license for Vic's Corner Seafood & Catering, 465 Wood Street

PERSON/S FILING PETITION: Victor Gomes

LICENSE RENEWAL NEW PETITION

REVIEW:

- APPROVED
- CONDITIONAL APPROVAL
- DENIED
- FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

2024 FEB 23 AM 8:51
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

NOTES:

After Reviewing this petition, there is no known reason to deny the approval of this victualling license, provided that all laws and ordinances governing this practice are followed to include hours of operation.

Concun
Stm Intents
STEVEN CONTENTE
Town Administrator

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 02-16-24



Town of Bristol, Rhode Island

Department of Community Development

10 Court Street
Bristol, RI 02809
bristolri.gov
401-253-7000

February 22, 2024

TO: Steven Contente, Town Administrator

FROM: Diane M. Williamson, Director

RE: **Vic's Corner Seafood and Catering Victualling License**

We have reviewed the above-mentioned petition and have no objections to the license assuming that the business is the same as the previous occupants with a "take and go" food service. Meals can be cooked on the premises for take away. If the petitioners propose a restaurant with tables and chairs for sit-down dining then it will require a Special Use Permit.

Thank you.



Town of Bristol, RI
WATER POLLUTION CONTROL DEPARTMENT
2 PLANT AVENUE
BRISTOL, RI 02809-3015
(401) 253-8877 fax: (401) 253-2910
Pretreatment Department, Shealyn A. Davey

TOWN HALL
10 COURT STREET
BRISTOL, RI 02809
(401) 253-7000

2024 FEB 23 AM 8:50

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

DATE: February 20, 2024
TO: Steven Contente
Town Administrator
FROM: Shealyn A. Davey
Chemist/Pretreatment Coordinator
RE: Request for Victualling License – Victor Gomes; Vic’s Corner Seafood & Catering,
465 Wood Street Bristol, RI 02809

Communication with Victor Gomes has been established. The previous owners did remove some equipment, so once he has finished furnishing the kitchen, an inspection will be completed. Victor intends on having a fryolater (or multiple fryolaters) and, for the time being, he may be recycling their used oil at his other food service establishment located at the Bristol Elk’s Club. Victor has been given the Wastewater Discharge Permit Application and fee invoice in order to move forward with the permitting process.

I therefore have no objections to the above petition and support the request.

Sincerely,

Shealyn A. Davey
Pretreatment Coordinator

STEVEN CONTENTE
Town Administrator

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

2024 FEB 14 PM 3:30

DATE RECEIVED

PETITION TO THE TOWN COUNCIL

To the Honorable Town Council of the Town of
Bristol: The undersigned hereby respectfully
requested of your Honorable Body that:



Bristol Fourth of July Committee host
bingo on Tuesday, March 26, 6:00p - 8:30pm
and on Wednesday, September 18, 2024,
at the VFW, 850 Hope Street, Bristol, RI.
Estimate 125 - 150 participants.

PLEASE NOTE:

Please ensure that your petition is submitted
by 4:00 PM, two (2) Wednesdays before the
Town Council meeting scheduled for

in order to be included on the docket. Ac-
cording to Council policy, petitions cannot
be addressed unless recommendations, if
needed, from the relevant departments are
received before the Council meeting

SIGNATURE: Ca Teixeira
NAME: Camille Teixeira
ADDRESS: 66 Collins St
TOWN: Bristol
BUSINESS TEL. NO. _____
RESIDENCE TEL. NO. _____
EMAIL ADDRESS: _____



RHODE ISLAND STATE POLICE

Charitable Gaming Unit

311 Danielson Pike
North Scituate, RI 02857

Telephone: (401) 764-5568
October 23, 2023

AUTHORIZATION TO CONDUCT SPECIAL BINGO

(Total daily prizes not to exceed \$300)

Bristol Fourth of July Committee
c/o Michele Martins
50 Naomi Street
Bristol, RI 02809

File #23-048

Dear Ms. Martins:

This certificate of approval authorizes **Bristol Fourth of July Committee** of P.O. Box 561, Bristol, RI 02809, to conduct bingo at **850 Hope Street, Bristol, RI 02809** in **Bristol**, Rhode Island, on **March 26 & September 18, 2024**.

Your organization has been assigned **File Number 23-048**. All correspondence with the Rhode Island State Police must include this designated file number.

This authorization is granted under Sections 11-19-31 and 11-19-37 of the General Laws of Rhode Island, 1956 as amended. **No one under the age of eighteen years shall be allowed to participate in said game of chance, and no alcoholic beverage may be sold, dispensed, or consumed on that part of the premises used for bingo.** Proceeds shall be for charitable purpose(s). The Financial Report form included with this letter must be completed and returned to this office within 60 days of the event's conclusion (Forms are also available on the web at risp.ri.gov/cgu). It is also understood that your organization will comply with the bingo laws and the rules and regulations set forth by the Rhode Island State Police pertaining to the conduct of bingo games.

You must present this certificate of approval to your local licensing authority (town/city hall where event is held) so that a license may be issued for the particular bingo game or games. If you have questions or need assistance, you may contact the Charitable Gaming Unit at 401-764-5568.

Sincerely,

Captain Thomas Jaques

Assistant Detective Commander/Charitable Gaming Unit

*Financial Report Form Enclosed

cc: Bristol Police Department

Authorized Worker(s): Michele Martins Camille Teixeira Barbara Palumbo Stuart
Hallagan Vicki Cairrao Patricia Squatrito Roger Dubord



TOWN CLERK'S OFFICE
Melissa Cordeiro, Town Clerk

10 Court Street
 Bristol, RI 02809
 Tel. 401-253-7000
 Fax. 401-253-2647
 Email: Mcordeiro@bristolri.gov

MEMORANDUM

TO: Steven Contente
 TOWN ADMINISTRATOR

FROM: Melissa Cordeiro
 COUNCIL CLERK

DATE: February 15, 2024

RE: Camille Teixeira, Chairwoman, Bristol Fourth of
 July Committee, request for Bingo License on
 March 26, 2024 and September 18, 2024

A handwritten signature in black ink, appearing to read "Melissa Cordeiro", is written over the right side of the memorandum.

May we please have your recommendation or the recommendation of the department head you deem appropriate in order for the Council to review the request at the Town Council Meeting to be held on **February 28, 2024**.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, February 21, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.

Attachment



Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: February 16, 2024
Re: License Recommendation, February 28, 2024 Council Meeting

2024 FEB 23 AM 8:50

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

The fire department has reviewed the license request presented as follows:

- Bingo
 Camille Teixeira for Bristol Fourth of July Committee
 850 Hope St.
 March 26 and September 18, 2024
 1800-2030

There is no objection to the granting of said license provided the applicant is compliant with all applicable laws, codes, ordinances, and/or other compliancy requirements.

Steven Contente
 STEVEN CONTENTE
 Town Administrator



Bristol Police Department

395 METACOM AVENUE BRISTOL, RHODE ISLAND 02809
TELEPHONE (401) 253-6900



KEVIN M. LYNCH
Chief of Police

BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 02-15-2024

PETITION DESCRIPTION:

Camille Teixeira, Chairwoman, Bristol Fourth of July Committee, request for Bingo License on March 26,2024 and September 18,2024

PERSON/S FILING PETITION: Camille Teixeira

LICENSE RENEWAL NEW PETITION

REVIEW:

- APPROVED
- CONDITIONAL APPROVAL
- DENIED
- FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 FEB 23 AM 8:51

NOTES:

After reviewing this petition, I find no reason to deny the petitioner's request for a Bingo license for the days requested, provided that all guidelines set forth by the application, including any insurance requirements, and all Laws and Ordinances governing this practice are followed.

*Concurs
the intent*
STEVEN CONTENTE
Town Administrator

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 02-16-2024



MOBILE FOOD ESTABLISHMENT EVENT PERMIT

Valid only on event date indicated

PETITION TO THE TOWN COUNCIL

To the Honorable Town Council of the Town of Bristol:
The undersigned hereby respectfully requests of
your Honorable Body to be granted a

Date Received:

For office use only:

- Fee for permit \$300
- Fee for permit exempt (per sec 19-127)
- Administrative Event Permit

TYPE OF EVENT
Bristol Fourth of July Committee -
Summer Concert Series

- PUBLIC EVENT
- PRIVATE EVENT

Street Address of Event:
419-459 Thames Street

- PUBLIC PROPERTY
- PRIVATE PROPERTY

Amount of People Expected to Attend 3000-5000/day

Number of Food Trucks upto 26
(In addition to the event permit, all food trucks in attendance must obtain a municipal MFE permit from the town)

Date of Event: June 19 - July 2

Time of Event: 4:30 PM - 9:45 PM Each Night

Please attend the Council Meeting on:

Petition must be received 90 days in advance of the proposed event.

Chuck MacDonough
Applicant Name (Print)

Charles MacDonough
Applicant Signature**

Applicant Phone Number

Bristol Fourth of July Committee
Organization Name

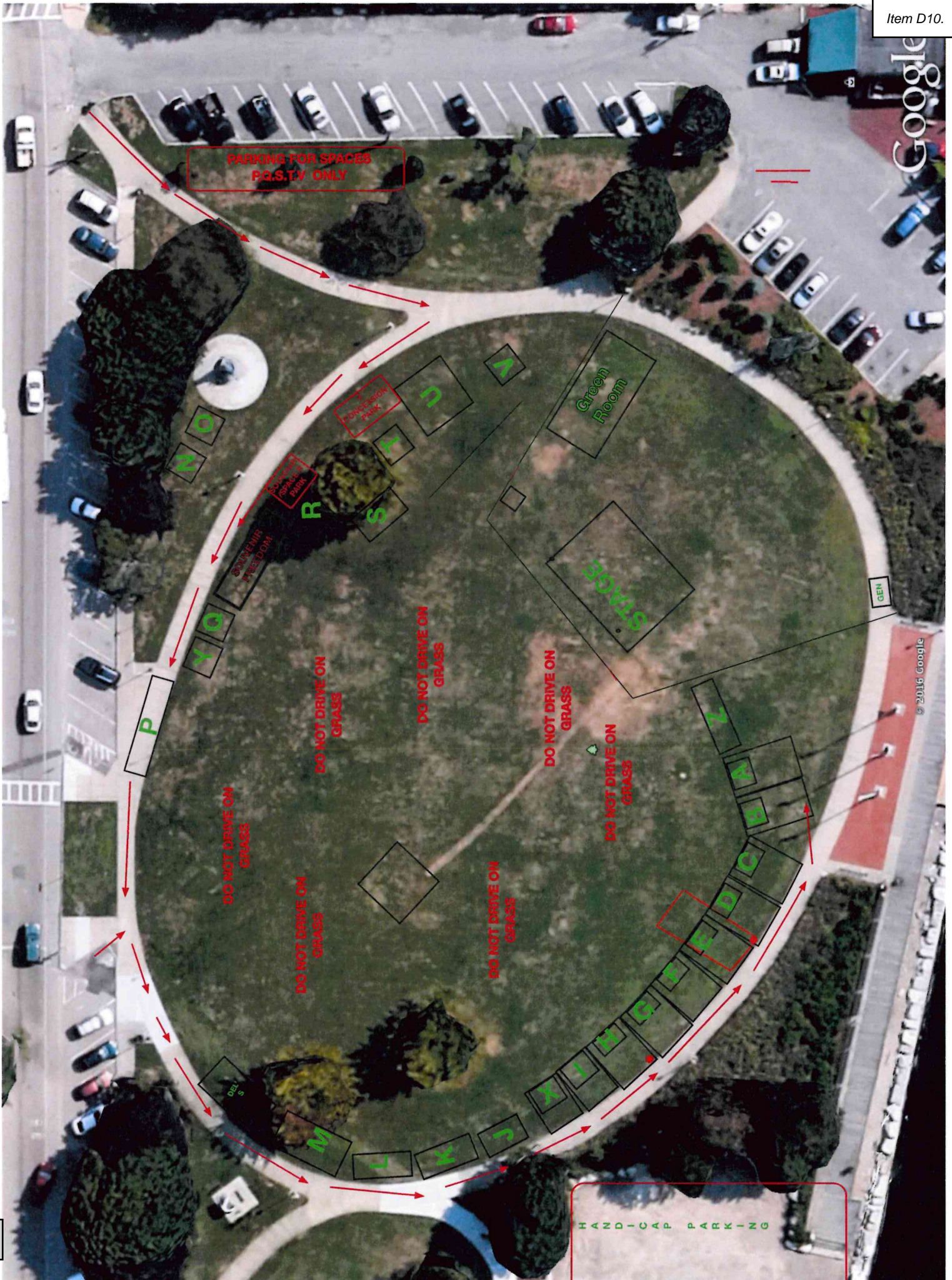
TOWN CLERK'S OFFICE
BRISTOL RHODE ISLAND
2024 FEB -5 AM 8:17

REQUIRED DOCUMENTATION

- List of MFE trucks to be in attendance
- Diagram of location of MFE at event

**The Applicant accepts all liability for the actions of patrons at the event, and is advised to consult with the Police Chief to determine the need for police coverage at the event.

***All event permits shall be issued on the condition that the organizer of the event must leave sufficient space for emergency vehicles in compliance with the Rhode Island Fire Safety Code.





TOWN CLERK'S OFFICE
Melissa Cordeiro, Town Clerk

10 Court Street
 Bristol, RI 02809
 Tel. 401-253-7000
 Fax. 401-253-2647
 Email: Mcordeiro@bristolri.gov

MEMORANDUM

TO: Steven Contente
 TOWN ADMINISTRATOR

FROM: Melissa Cordeiro
 COUNCIL CLERK

DATE: February 15, 2024

RE: Charles MacDonough, Fourth of July Committee
 Summer Concert Series request for Food Truck
 Permit for June 19 - July 2, 2024 from 4:30 p.m.
 - 9:45 p.m. at Independence Park

May we please have your recommendation or the recommendation of the department head you deem appropriate in order for the Council to review the request at the Town Council Meeting to be held on **February 28, 2024**.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, February 21, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.

Attachment



Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: February 16, 2024
Re: License Recommendation, February 28 Council Meeting

2024 FEB 23 AM 9:50

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

The fire department has reviewed the license request presented as follows:

- 1. Food Truck Permit
 - Charles MacDonough for Fourth of July Committee
 - Independence Park
 - June 19, 2024 to July 2, 2024 from 1630-2145

There is no objection to the granting of said license provided the applicant is compliant with all applicable laws, codes, ordinances, and/or other compliancy requirements.

*Cancel
 M
 6/21/24 - 7/2/24
 FOR*

STEVEN CONTENTE
 Town Administrator

Warren Rensehausen, CPRP
Director of Parks & Recreation
wrensehausen@bristolri.gov

Tim Shaw
Asst. Director of Parks & Recreation
tshaw@bristolri.gov



RECREATION BOARD
N. Diane Davis
KARL ANTONEVICH
MIKE CABRAL
DONALD SQUIRES
JOSEPH DEMELO
Kevin Manuel

2024 FEB 23 AM 9:49
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

MEMORANDUM

To: Steven Contente
Town Administrator

From: Warren Rensehausen, CPRP
Director
Bristol Parks and Recreation Department

Date: February 16, 2024

Re: Charles MacDonough, Fourth of July Concert request for food trucks

The Department of Bristol Parks and Recreation supports the Request to have food trucks at the series, and ask the following;

- Allow open access to Independence Park and any sidewalk or walkway in the vicinity.
- Remove any rubbish and signage that the event accumulates.
- Provide payment for any damage done to the grounds or property of Independence Park from this event.
- Verify that any vendors have proper licensing from Town Clerks office
- Be sure that **no vehicles enter or exit** from the Park during the event without an event organizer guiding them, **and also during set up and break down of any equipment.**
- Contact the Parks & Recreation director or designee in advance and post event to meet onsite to observe condition of the grounds pre and post event.

Steven Contente
STEVEN CONTENTE
Town Administrator



TOWN OF BRISTOL
DEPARTMENT OF PUBLIC WORKS

111 Mt. Hope Avenue
Bristol, Rhode Island 02809
Tel. 401-253-4100 Fax 401-254-1278

2024 FEB 23 AM 9:49

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

MEMORANDUM

TO: Steven Contente
TOWN ADMINISTRATOR

FROM: Christopher J. Parella
DIRECTOR OF PUBLIC WORKS

DATE: February 21, 2024

RE: Charles MacDonough, Fourth of July Committee Summer Concert Series request for Food Truck Permit for June 19 - July 2, 2024, from 4:30 p.m. - 9:45 p.m. at Independence Park

Mr. Administrator,

I have no objection. I would recommend that the Honorable Town Council grant this permit provided that all applicable laws and ordinances are adhered to.

Please advise if you have any questions or concerns.

*concern
concerns 6/21-7-2
[Signature]*
STEVEN CONTENTE
Town Administrator



Bristol Police Department

395 METACOM AVENUE BRISTOL, RHODE ISLAND 02809
TELEPHONE (401) 253-6900



KEVIN M. LYNCH
Chief of Police

BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 02-15-2024

PETITION DESCRIPTION:

Charles MacDonough, Bristol Fourth of July Committee Concert Series request for Food Truck Permit for June 19-July 2,2024 from 4:30 pm-9:45 pm at Independence Park

PERSON/S FILING PETITION: Charles MacDonough

LICENSE RENEWAL NEW PETITION

REVIEW:

- APPROVED
- CONDITIONAL APPROVAL
- DENIED
- FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

2024 FEB 23 AM 9:51

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

NOTES:

Charles MacDonough for Bristol Fourth of July Committee is requesting a Mobile Food Truck permit for the 2024 outdoor concerts. Mr. MacDonough provided a location map for the mobile food truck. Bristol Fourth of July Committee will need to ensure that all food trucks are licensed with the Town of Bristol. After reviewing this petition, I find no reason to deny the petitioner's request for a Mobile Food Truck event permit, provided that all guidelines set forth by the application, including any insurance requirements, and all Laws and Ordinances governing this practice are followed.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 02-16-2024

Concerts to begin Friday 6/21/24
Stev
STEVEN CONTENTE
Town Administrator

DATE RECEIVED

PETITION TO THE TOWN COUNCIL

To the Honorable Town Council of the Town of Bristol: The undersigned hereby respectfully requested of your Honorable Body that:



Bristol Rotary Club Inc. petitions the Town of Bristol for a Bingo Fund Raiser scheduled for March 21, 2024. Paul LaFleur is the President of the Club. I am the Treasurer of the Bristol Rotary Charities Foundation, Inc. an independent 501 c 3 foundation. The objective is to raise money to fund educational grants to local graduating high school student's future educational endeavors. the fund raiser is being held at St. Elizabeth's Church Hall on 577 Wood Street, Bristol. 5:30 p.m. - 9:00 p.m.

PLEASE NOTE:

Please ensure that your petition is submitted by 4:00 PM, two (2) Wednesdays before the Town Council meeting scheduled for

in order to be included on the docket. According to Council policy, petitions cannot be addressed unless recommendations, if needed, from the relevant departments are received before the Council meeting

SIGNATURE: *[Signature]* *Bristol Rotary*
Treasurer Foundation
NAME: MARIA J CESARIO
ADDRESS: 149 Fatima Drive
TOWN: Bristol
BUSINESS TEL. NO. _____
RESIDENCE TEL. NO. _____
EMAIL ADDRESS: plafleur@johnandradeinsurance.com



RHODE ISLAND STATE POLICE
Charitable Gaming Unit
311 Danielson Pike
North Scituate, RI 02857

Telephone: (401) 764-5568
February 15, 2024

AUTHORIZATION TO CONDUCT SPECIAL BINGO
(Total daily prizes not to exceed \$300)

Bristol Rotary
c/o Paul LaFleur
149 Fatima Drive
Bristol, RI 02809

File #24-005

Dear Mr. Lafleur:

This certificate of approval authorizes **Bristol Rotary** of P.O. Box 469, Bristol, RI 02809, to conduct bingo at **577 Wood Street, Bristol, RI 02809** in **Bristol**, Rhode Island, on **March 21, 2024**.

Your organization has been assigned **File Number 24-005**. All correspondence with the Rhode Island State Police must include this designated file number.

This authorization is granted under Sections 11-19-31 and 11-19-37 of the General Laws of Rhode Island, 1956 as amended. **No one under the age of eighteen years shall be allowed to participate in said game of chance, and no alcoholic beverage may be sold, dispensed, or consumed on that part of the premises used for bingo.** Proceeds shall be for charitable purpose(s). The Financial Report form included with this letter must be completed and returned to this office within 60 days of the event's conclusion (Forms are also available on the web at rsp.ri.gov/cgu). It is also understood that your organization will comply with the bingo laws and the rules and regulations set forth by the Rhode Island State Police pertaining to the conduct of bingo games.

You must present this certificate of approval to your local licensing authority (town/city hall where event is held) so that a license may be issued for the particular bingo game or games. If you have questions or need assistance, you may contact the Charitable Gaming Unit at 401-764-5568.

Sincerely,

Captain Thomas Jaques
Assistant Detective Commander/Charitable Gaming Unit

*Financial Report Form Enclosed
cc: Bristol Police Department

Authorized Worker(s): Maria Cesario Jacques Delabry Paul LaFleur Bruce Cox
Elizabeth Habecker Mary Jo Tavares Cidalia Rodrigues



TOWN CLERK'S OFFICE
Melissa Cordeiro, Town Clerk

10 Court Street
 Bristol, RI 02809
 Tel. 401-253-7000
 Fax. 401-253-2647
 Email: Mcordeiro@bristolri.gov

MEMORANDUM

TO: Steven Contente
 TOWN ADMINISTRATOR

FROM: Melissa Cordeiro
 COUNCIL CLERK

DATE: February 16, 2024

RE: Maria J. Cesario, Treasurer, Bristol Rotary Club,
 Inc., request for One-Day Bingo License for a
 fundraiser on March 21, 2024 at St. Elizabeth's
 Church

May we please have your recommendation or the recommendation of the department head you deem appropriate in order for the Council to review the request at the Town Council Meeting to be held on **February 28, 2024**.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, February 21, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.

Attachment



Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: February 16, 2024
Re: License Recommendation, February 28, 2024 Council Meeting

2024 FEB 23 AM 9:49

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

The fire department has reviewed the license request presented as follows:

1. One-Day Bingo
 Maria J. Cesario for Bristol Rotary Club Inc.
 St. Elizabeth's Church
 577 Wood St.
 March 21, 2024

There is no objection to the granting of said license provided the applicant is compliant with all applicable laws, codes, ordinances, and/or other compliancy requirements.

Steven Contente
 STEVEN CONTENTE
 Town Administrator



Bristol Police Department

395 METACOM AVENUE BRISTOL, RHODE ISLAND 02809
TELEPHONE (401) 253-6900



KEVIN M. LYNCH
Chief of Police

BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 02-16-2024

PETITION DESCRIPTION:

Maria J. Cesario, Treasurer, Bristol Rotary Club Inc., request for One-day Bingo License for a fundraiser on March 21, 2024 at St. Elizabeth's Church.

PERSON/S FILING PETITION: Maria J. Cesario

LICENSE RENEWAL NEW PETITION

REVIEW:

- APPROVED
- CONDITIONAL APPROVAL
- DENIED
- FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

2024 FEB 23 AM 8:51
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

NOTES:

After reviewing this petition, there is no known reason for denial of this license to hold a Bingo fundraiser, provided that all guidelines set forth by this application, and all Laws and Ordinances governing this practice are followed.

Cesario
St. Elizabeth's
STEVEN CONTENTE
Town Administrator

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 02-16-2024

FROM THE DESK OF

Bristol Sunset Café

2023 APR -5 PM 3:32

MAIL ROOM
CIVIC CENTER
STAND

March 27, 2023

Dear Town of Bristol,

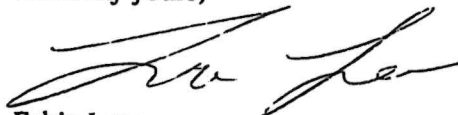
I, Fabio Lopes, owner of Bristol Sunset Café am requesting a full liquor license. Sunset has proudly served Bristol for the past 22 years, all of which have been family run and operated. Alongside my mother, Maria Lopes, and sister, Daniela Lopes, we pour our hearts into our menu and welcoming atmosphere but most importantly into our guests and employees.

We have done two major renovations in the last two years, adding more space, more beauty, and more excitement for our loyal customers, incoming and revisiting tourists, and what we ultimately call our home away from home. As we revamp and continuously add more to our offerings, we feel more than ever that we are ready to add a full liquor license to our repertoire. Our very closely surrounding neighbors– Le Central, Linden Place, Foglia, etc.– have full liquor licenses and we believe that we would be a great addition to the list.

We have employees who are already TIPS certified and plan to enroll all of our employees, current and future, in proper training courses to ensure protocol and safety is understood and practiced by all.

As I mentioned above, Bristol Sunset Café has proudly served in the heart of Bristol for 22 years with hopes of 22 more. Myself and the Sunset Crew are confident in our ability to foster a safe and well maintained environment for a full liquor license and are looking forward to your response.

Sincerely yours,



Fabio Lopes
100 Kickemuit Ave
Bristol, RI 02809

TOWN COUNCIL
APR 19 2023
MEETING



LICENSE REQUEST: BV INTOXICATING BEVERAGE LICENSE

PETITION TO THE TOWN COUNCIL:

To the Honorable Town Council of the Town of Bristol:
The undersigned hereby respectfully requests of your Honorable Body to be granted a

BV INTOXICATING BEVERAGE LICENSE

NAME OF ESTABLISHMENT: Bristol Sunset Cafe

ADDRESS: 499 Hope Street

APPLICANT NAME: Fabio Lopes

HOURS OF OPERATION: 7:30 am - 5pm

2023 MAR 28 PM 3:32

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

** PLEASE ATTACH SKETCH INDICATING THE AREAS FROM WHICH LIQUOR WILL BE SERVED AND

Fee for License: \$1300 per year plus advertising
Also required is Victualling License: \$75/year
(Payable after Council approves the license.)

Please attend the Council Meeting on:

April 19, 2023

*SIGNATURE:

[Handwritten Signature]

NAME: Fabio Lopes

(PLEASE PRINT NAME OF APPLICANT)

ADDRESS: 100 Kickemuit Ave

(ADDRESS OF APPLICANT)

PETITION MUST BE RETURNED BY WEDNESDAY AT 4PM TWO WEEKS PRIOR TO COUNCIL MEETING.

TOWN: Bristol

DATE OF BIRTH:

BUSINESS TELEPHONE #:

HOME TELEPHONE #:

Date Received:

EMAIL: Suncafe49@gmail.com

TAX STAMP



TO BE USED BY FINANCE DEPARTMENT

*BY SIGNING THIS PETITION, I CONSENT TO EXAMINATION AND RELEASE OF RECORDS AND INFORMATION REGARDING MY BACKGROUND, INCLUDING POLICE RECORDS, EDUCATIONAL INFORMATION, RESIDENCE RECORDS, AND ANY COURT RECORDS.

STATE OF RHODE ISLAND

CITY/TOWN OF BRISTOL

BOARD OF LICENSE COMMISSIONERS
APPLICATION FOR LIQUOR LICENSE

RETAILER CLASS: A ___ BH ___ BM ___ BT ___ BV BVL ___ C ___ E ___ ED ___ J ___ T ___ 2:00 A.M. ___

Business Structure: Corporation Partnership LLC Individual

G LOPES Restaurant INC
Name of Applicant/Corporation

Bristol Sunset Cafe
D/B/A

499 Hope Street
Address of Premise

401-253-1910 Phone Number of Business Suncafe49@gmail.com Email Address

State - Incorporated: Rhode Island Date of Incorporation: 12/1/11

Name, Address, Telephone of all Officers/Members with percentage ownership:

<u>Fabio Lopes</u> President/Member Name	<u>100 Kickemuit AVE</u> Address		<u>100%</u> Ownership
Vice President/Member Name	Address	Phone	% Ownership
Secretary/Member Name	Address	Phone	% Ownership
Treasurer/Member Name	Address	Phone	% Ownership

Name and Address of All Directors or Board Members, with percentage ownership:

<u>Fabio Lopes</u> Name	<u>100 Kickemuit AVE</u> Address		<u>100%</u> Ownership
Name	Address	Phone	% Ownership
Name	Address	Phone	% Ownership

If application is on behalf of undisclosed principal or party, please give details:

Does Applicant Own Premises? Yes ___ No Is Property Mortgaged? Yes ___ No ___ or Leased? Yes No ___

Give Name and Address of Mortgagee (Bank or Mortgage Holder) or Lessor (Landlord) and Amount of Extent

Stephen Deleo Name Address \$ 4,200 monthly Amount - Term

Have any Officers, Members or Stockholders ever been arrested or convicted of a crime? Yes ___ No If yes, explain:

Is any other business to be carried on in Licensed Premises? Yes ___ No If yes, explain:

Is Applicant or any of its Officers, Members or Stockholders interested directly or indirectly, as principle or associate, or in any manner whatsoever, in any retail license issued under Title 3 of the RI General Laws? If yes, explain:

No

Is Applicant the owner or operator of any other business? If yes, explain:

No

State amount of capital invested in the business?

None

Do you have now, or will you be installing, a draught system Yes ___ No

I hereby certify that the above statements are true to the best of my knowledge and belief:


Applicant Signature

3/19/23
Date

1. Every question on Application Form must be answered. Any false statement made by the Applicant will be sufficient grounds for the denial of the applica or the revocation of the license in case one has been granted.
2. Corporation having 25 or more stockholders need not file a list of the names and addresses of stockholders - (Question #8)
3. Attention is called to the requirements RIGL §3-5-10:
 - (A) All newly elected officers, members, or directors must be reported to the Board of License Commissioners within 30 days.
 - (B) Any acquisition by any person of more than ten per cent (10%) of any class of corporate stock must be reported within 30 days.
 - (C) Any transfer of fifty percent (50%) or more of any class of corporate stock can be made only by written application to the licensing board subject to the procedures for a transfer of a license.

APPLICATION FOR TRANSFER OF LICENSE ONLY

Transfer of Location _____ Name _____ Stock _____ Current Retail Class _____ Transfer of ownership _____

Name of Transferor (applicant/old owner)

d/b/a

Address

The above hereby petitions the Licensing Board to transfer the said license to:

New Location (If any): _____

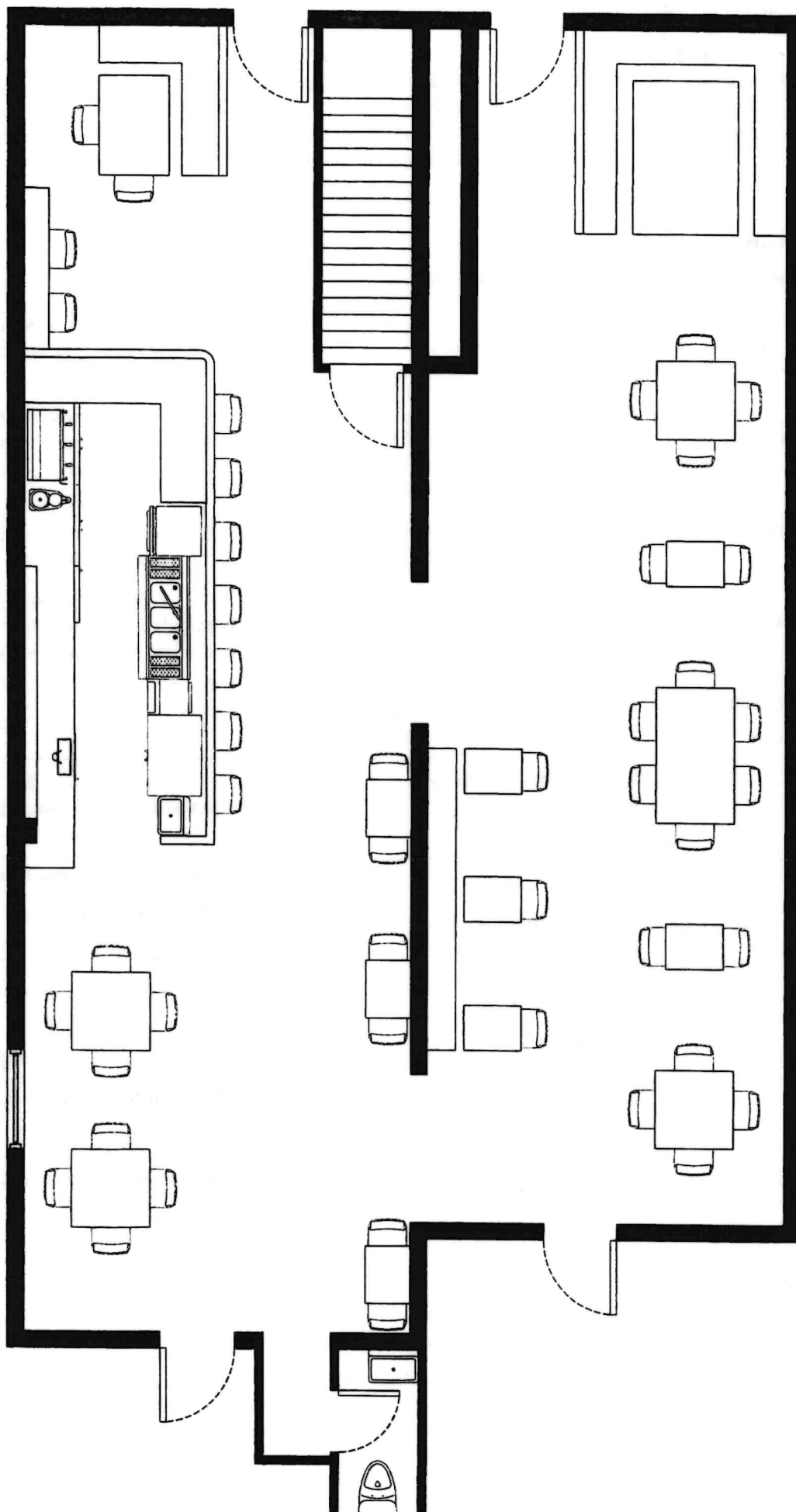
New Name (If any): _____

If change of stockholders, list old and new stockholders:

Signature of Transferor (old owner) _____ Date _____

Signature of Transferee (New Owner) _____ Date _____

BRISTOL SUNSET CAFE



SALADS

add chicken +\$4 add steak +\$6 add shrimp +\$6 add avocado +\$3

Arugula

Mixed greens, red onions,
walnuts, avocado, strawberries,
goat cheese and croutons | 13

Winter

Mixed greens, butternut squash,
cherry tomatoes, red onions,
candied pecans, dried
cranberries, feta cheese and
croutons | 13

Caesar

Romaine, parmesan
cheese, caesar dressing and
croutons | 10

LUNCH

Served with french fries, chips, fruit +\$2, or a side salad +\$3

Soup

Ask your server about our soup of the day!
cup 4.99 bowl 6.99

Grilled Cheese

Cheddar, swiss + mozzarella cheese on sourdough | 8
Add tomato + \$1 Add bacon or avocado + \$2

Portuguese Steak Sub

Sirloin, roasted red peppers, egg over medium and
lemon garlic aioli | 16

Shaved Steak Sub

Mushrooms, onions, banana peppers, american
cheese and lemon garlic aioli | 13

Spicy Fried Chicken

Cheddar, house made pickles, lettuce and chipotle
aioli on a bun | 13

Chicken Caesar Wrap

Romaine, parmesan cheese, caesar dressing and
house made croutons | 12

BLT

Bacon, lettuce, tomato and lemon garlic aioli on
toast of choice | 10

House Burger

Bacon, caramelized onions, cheddar cheese, lettuce
and lemon garlic aioli on a bun | 13

SIDE STUFF

À la carte

Grilled Buttermilk Biscuit 5.00

With honey and apple butters

Single Egg 1.50**Single Eggwhite 2.29****Bacon, Sausage, Ham or Chourico 4.50****Butternut Cornbread Hash 7****Corned Beef Hash 7****Chourico Hash 5****Side Toast or Sweet Bread 2**

Bagel and Cream Cheese | 3

Sautéed Mixed Veggies 6**Home Fries or Hashbrown Patties 3****Yogurt Bowl 8**

Vanilla yogurt with mixed berries, granola, almonds
and honey

Muffin 3.50, Banana Bread 3**Fresh Seasonal Fruit cup 4 bowl 6****Hollandaise Sauce 2.50****Bowl Oatmeal 4**

add fruit + \$2

100% Pure Maple Syrup 2**Lemon Garlic or Chipotle Aioli .65****Side Salad 7****Hand cut French Fries or Chips 6****CREATE YOUR OWN**

Three egg omelet, scramble or burrito \$8+ Served with home fries and toast.

Sub egg whites, fresh fruit or a grilled biscuit +\$2 Add Avocado +\$3

CHEESE: American, Swiss, Cheddar, Feta, Goat, Mozzarella or Pepperjack +\$1 ea. PROTEIN: ham, bacon, sausage,
chourico, or chicken + \$2.50 ea. Shaved steak, corned beef or chourico hash + \$3 ea. VEGGIES: tomatoes,
mushrooms, onions, broccoli, peppers, black beans, or banana peppers + \$1 ea. Kale, roasted red peppers,
caramelized onions, or spinach + \$1.50 ea.

BRUNCH SPECIALS

Sub egg whites, fresh fruit or a grilled biscuit +\$2

#1
Two eggs any style, home fries and toast | 8

#2
Two eggs, choice of bacon, sausage, ham or chourico, home fries and toast | 10

#3
Two eggs, bacon, sausage, home fries, toast and choice of french toast or pancake | 13

#4
Chourico hash, two eggs, home fries and toast | 12

#5
Corned beef hash, two eggs, home fries and toast | 14

#6
Spinach, tomato, two poached eggs and cheddar cheese on an english muffin. Side of home fries | 13

#7
Butternut squash cornbread hash with broccoli, caramelized onions and pepperjack cheese, two eggs, home fries and toast | 14

#8
Sirloin steak, two eggs, home fries and toast | 17

#9
Biscuit n' Gravy and two eggs | 13

BENEDICTIONS

Served with two poached eggs, hollandaise and home fries. Sub home fries for fresh fruit or veggies +\$2

OG Benny
Ham on an english muffin | 13

Sriracha Benny
Corned beef hash on a grilled biscuit with sriracha hollandaise | 17

Portuguese Benny
Chourico hash on a bolo | 15

Veggie Benny
Sautéed veggies and pesto on sourdough | 15

SWEET STUFF

Toppings: chocolate or peanut butter chips, strawberries, blueberries, bananas, walnuts, pecans or almonds +\$1 ea

Buttermilk Pancake | 4 ea
Scratch made

Sweet Bread French Toast | 3 ea

Belgian Waffle | 9
Fresh fruit and whipped cream | +\$3

Banana Bread French Toast | 4 ea
Scratch made

Funky Monkey
Three layers of banana bread french toast, bananas, nutella and walnuts | 12

EGG SANDWICHES

Add avocado +\$3 Add side of home fries +\$3

Egg + Cheese
Over hard with american cheese | 4 Add bacon, sausage, ham or chourico | + \$2

Hashdog
Egg scrambled with scallions, bacon, cheddar cheese, hash brown patty, chipotle aioli and arugula on a bolo | 9

So Good
Egg scrambled with bacon, spinach, caramelized onions and goat cheese on sourdough | 9

Everything
Egg scrambled, chourico hash, bacon, cheddar cheese, and home fries on a bolo | 9

BB Burrito
Eggs scrambled, black bean burger, sweet potatoes, avocado, pepperjack cheese and chipotle aioli | 12

Common
Egg scrambled with scallions, bacon, cheddar cheese and chipotle aioli on a biscuit | 8

CC Scally
Egg scrambled with scallions, cream cheese and maple bacon on a sweet bread roll | 8

OMELETS / SCRAMBLES / BURRITOS

American, swiss, cheddar, feta, goat, mozzarella or provolone cheese. Served with home fries and toast. Sub egg whites, fresh fruit or a grilled biscuit +\$2

Veggie
Peppers, onions, shiitake mushrooms, tomatoes and american cheese | 13

Anchor
Chourico hash, broccoli, caramelized onions and cheddar cheese | 14

So Good
Bacon, spinach, caramelized onions and goat cheese | 14

Bristol Sunset Café
Alcoholic Beverage Menu

Negroni

Aperol, gin and compari \$11

Espresso Martini

Vanilla vodka, espresso, Kahlua, simple syrup, Baileys, on ice
with a cold foam top

\$13

Tequila Sunrise

Orange juice, tequila and grenadine

\$10

Grapefruit Daiquiri

White rum, grapefruit juice, simple syrup

\$12

Bloody Mary

Vodka, house made tomato juice, garnishes

\$12

On Tap

Champagne, Mimosas

Whaler's Rise

Narragansett



TOWN CLERK'S OFFICE
Melissa Cordeiro, Town Clerk

10 Court Street
 Bristol, RI 02809
 Tel. 401-253-7000
 Fax. 401-253-2647
 Email: Mcordeiro@bristolri.gov

MEMORANDUM

TO: Steven Contente
 TOWN ADMINISTRATOR

FROM: Melissa Cordeiro
 COUNCIL CLERK

DATE: April 6, 2023

RE: Fabio Lopes for Bristol Sunset Cafe, 499 Hope
 Street, Request for One Additional Class BV Liquor
 License

May we please have your recommendation or the recommendation of the department head you deem appropriate in order for the Council to review the request at the regular Town Council Meeting to be held on **April 19, 2023**.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, April 12, 2023. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
 Attachment



F4B

Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: April 6, 2023
Re: License Recommendation, April 19 Council Meeting

The fire department has reviewed the license request presented as follows:

- 1. BV Liquor
 Fabio Lopes for Bristol Sunset Cafe
 499 Hope St.

There is no objection to the granting of said license provided the applicant is compliant with all applicable laws, codes, ordinances, and/or other compliancy requirements.

TOWN COUNCIL
 APR 19 2023
 MEETING

2023 APR 13 AM 8:52

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

CONCUN
Steven Contente
 STEVEN CONTENTE
 Town Administrator



Town of Bristol, Rhode Island

F4D

Department of Community Development

10 Court Street
Bristol, RI 02809
www.bristolri.us
401-253-7000

April 17, 2023

TO: Steven Contente, Town Administrator
FROM: Edward M. Tanner, Principal Planner / Zoning Officer *EMT*
RE: **Petition for BV Liquor License**
Sunset Café, 499 Hope Street

I have reviewed the above petitions and have no objections to the request. A café or restaurant with liquor sales is a permitted use in the Downtown (D) zoning district.

Thank you for the opportunity to comment.

Concyn
Stm
STEVEN CONTENTE
Town Administrator

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2023 APR 17 PM 3:01

TOWN COUNCIL
APR 19 2023
MEETING



Town of Bristol, Rhode Island

F4D

Department of Community Development

10 Court Street
Bristol, RI 02809
www.bristolri.us
401-253-7000

April 17, 2023

TO: Steven Contente, Town Administrator

FROM: Edward M. Tanner, Principal Planner / Zoning Officer *EMT*

RE: Petition for BV Liquor License
Sunset Café, 499 Hope Street

I have reviewed the above petitions and have no objections to the request. A café or restaurant with liquor sales is a permitted use in the Downtown (D) zoning district.

Thank you for the opportunity to comment.

Concyn
Stm Contente
STEVEN CONTENTE
Town Administrator

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2023 APR 17 PM 3:01

TOWN COUNCIL
APR 19 2023
MEETING



Explore BRISTOL

BY LAND OR BY SEA

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

2024 JAN 25 AM 10:19

February 24, 2024

Bristol Town Office
Attention: Melissa Cordeiro – Town Clerk
Bristol Town Hall 10 Court Street
Bristol, RI 02809

We hereby petition the Town of Bristol to grant a weekend Beer & Wine Event Permit in support of the Explore Bristol-sponsored British Motorcars in Bristol Friday Night Street Party to be held at Independence Park on Friday June 7, 2024. This Street Party will be held from 5:30 to 9:00 PM. A Police Department detail will be scheduled for this event. The beer and wine service will be located at the south end of Independence Park in a tented area. Beer and wine will not be allowed outside the confines of the Park. Lynne Turnbull of 195 Franklin, who holds a Class P license, will manage the beer and wine service.

We will do two motorcar processions through downtown Bristol. Each procession will be about 40 cars each separated by about 15 minutes so as not to have backlog. The BPD Detail will lead the first group along Hope Street downtown to Constitution Street to Thames Street and to Independence Park. Then the BPD Detail will go back to Colt State Park and get the second group. Cars will line up on Asylum Road as in past years.

We request that Thames Street be closed for this event on Friday June 7 from 4 PM to 9:00 PM from Bradford north to the southern boundary of SS Dion Restaurant. We also request a permit for a band that will perform from 6 PM to 8:30 PM.

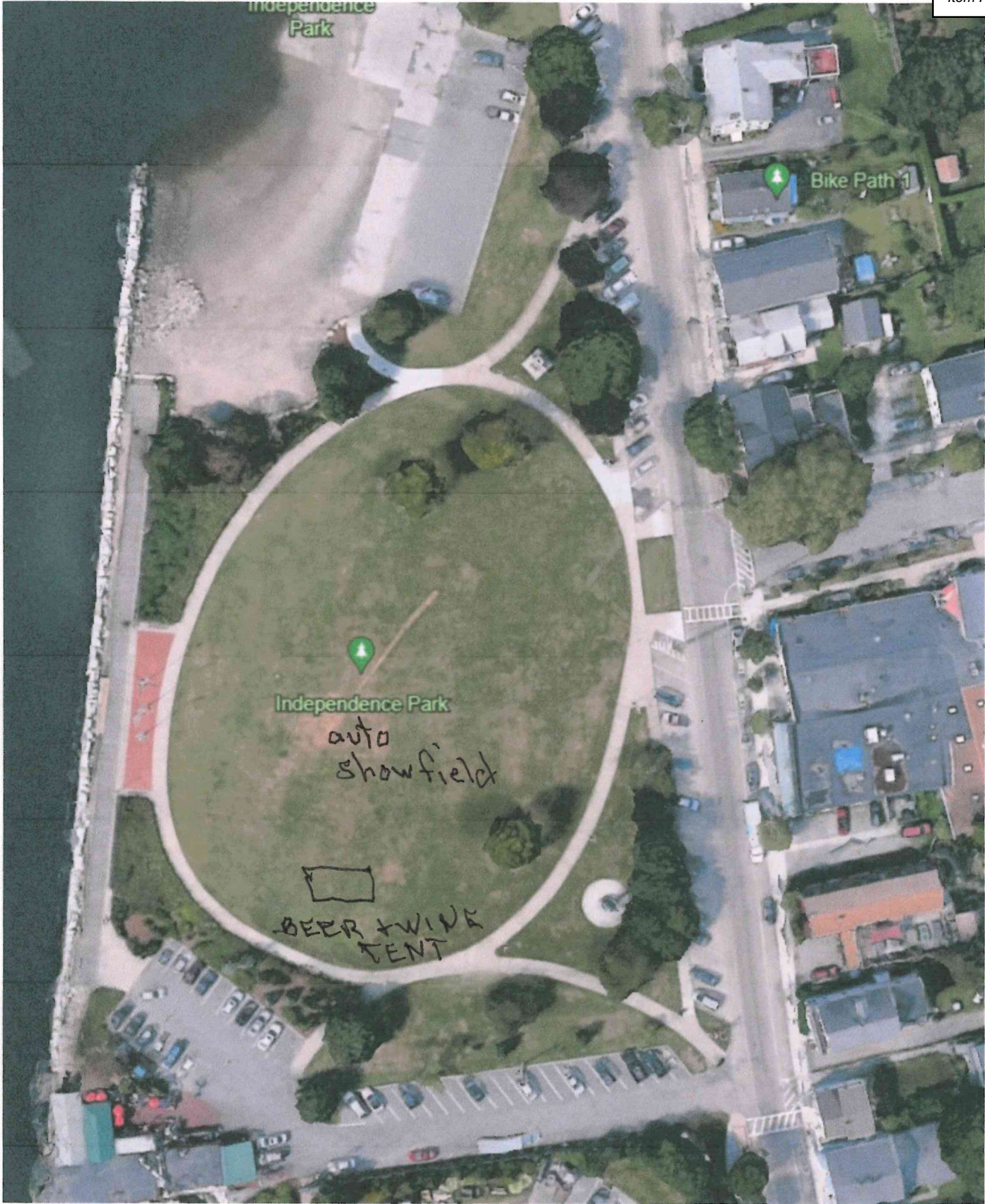
The motorcar show will be held on Saturday June 8 at the large southwest field at the Bristol Town Beach Complex. The show will be from 8 AM to 5 PM. We have applied for and received consent from Bristol Parks and Recreation for both Independence Park and the field at the Town Beach. We will NOT serve alcoholic beverages at the Town Beach show field. Food and non-alcoholic beverages will be served.

Best regards,

Philip Fitting
British Motorcars in Bristol
(203) 253-7487

TOWN COUNCIL
FEB 28 2024
MEETING

Cc: Kevin Lynch, Chief of Police, Bristol Police Department
Tim Shaw, Bristol Parks and Recreation





TOWN CLERK'S OFFICE
Melissa Cordeiro, Town Clerk

10 Court Street
 Bristol, RI 02809
 Tel. 401-253-7000
 Fax. 401-253-2647
 Email: Mcordeiro@bristolri.gov

MEMORANDUM

TO: Steven Contente
 TOWN ADMINISTRATOR

FROM: Melissa Cordeiro
 COUNCIL CLERK

DATE: January 26, 2024

RE: Philip Fitting, British Motorcars in Bristol,
 request to sell/serve alcohol in support of
 Explore Bristol at Independence Park on Friday,
 June 7, 2024 from 5:30 p.m. to 9 p.m.

May we please have your recommendation or the recommendation of the department head you deem appropriate in order for the Council to review the request at the Town Council Meeting to be held on **February 28, 2024**.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, February 21, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
 Attachment



Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: January 29, 2024
Re: License Recommendation, February 28 Council Meeting

2024 JAN 29 AM 11:23

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

The fire department has reviewed the license request presented as follows:

1. Serve/Sell Alcohol
Philip Fitting for British Motorcars in Bristol
Independence Park
Friday June 7, 2024 from 1730-2100

There is no objection to the granting of said license provided the applicant is compliant with all applicable laws, codes, ordinances, and/or other compliancy requirements.

CONCUN
Stm mth
STEVEN CONTENTE
Town Administrator

TOWN COUNCIL
FEB 28 2024
MEETING



Bristol Police Department

395 METACOM AVENUE BRISTOL, RHODE ISLAND 02809
TELEPHONE (401) 253-6900



KEVIN M. LYNCH
Chief of Police

BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 01/26/2024

PETITION DESCRIPTION:

Philip Fitting for Explore Birstol, British Motorcar show- request for permission to sell/serve alcoholic beverages in support of Explore Bristol at Independence Park on Friday, June 7, 2024 from 5:30 pm to 9pm.

PERSON/S FILING PETITION: Philip Fitting

LICENSE RENEWAL NEW PETITION

REVIEW:

- APPROVED
- CONDITIONAL APPROVAL
- DENIED
- FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 FEB 23 AM 8:52

NOTES:

I have met with the committee members regarding this event. Beer and wine must be served in the designated area with proper signage posted. Alcohol servers must have an active Class P liquor license with TIPS certified servers. After reviewing this request, I find no reason to deny the petitioner's request, provided that all guidelines set forth by the application, including any insurance requirements and all Laws and Ordinances governing this practice are followed.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 02-08-2024

Steven Contente
STEVEN CONTENTE
Town Administrator



TOWN OF BRISTOL
DEPARTMENT OF PUBLIC WORKS

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

2024 FEB -1 AM 11:26

111 Mt. Hope Avenue
Bristol, Rhode Island 02809
Tel. 401-253-4100 Fax 401-254-1278

MEMORANDUM

TO: Steven Contente
TOWN ADMINISTRATOR

FROM: Christopher J. Parella
DIRECTOR OF PUBLIC WORKS

DATE: January 29, 2024

RE: Philip Fitting, British Motorcars in Bristol – Request to Sell/Serve Alcohol, in Support of Explore Bristol, at Independence Park on Friday, June 7, 2024, 5:30 PM – 9:00 PM

Mr. Administrator,

I have no objection to this request. However, if approved the petitioner must assure that recycling is practiced during the event and must coordinate with the Department of Public Works to assure that all recyclables are collected and disposed of properly.

Concun
Stm
Intmty
STEVEN CONTENTE
Town Administrator

TOWN COUNCIL
FEB 28 2024
MEETING



Town of Bristol, Rhode Island

Department of Community Development

10 Court Street
Bristol, RI 02809
bristolri.gov
401-253-7000

January 29, 2024

TO: Steve Contente, Town Administrator

FROM: Diane M. Williamson, Director

RE: **Petition for Selling/Serving Alcohol at the British Motorcar Festival
In support of Explore Bristol Event**

2024 FEB - 6 PM 12: 21

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

I have reviewed the above request and have no objections to the issuance of the permit for this event.

Thank you.

Steven Contente

STEVEN CONTENTE
Town Administrator

Warren Rensehausen, CPRP
Director of Parks & Recreation
wrensehausen@bristolri.gov

Tim Shaw
Asst. Director of Parks & Recreation
tshaw@bristolri.gov



RECREATION BOARD
N. Diane Davis
KARL ANTONEVICH
MIKE CABRAL
DONALD SQUIRES
JOSEPH DEMELO
Kevin Manuel

MEMORANDUM

2024 FEB 23 AM 9:49
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

To: Steven Contente
Town Administrator

From: Warren Rensehausen, CPRP
Director
Bristol Parks and Recreation Department

Date: February 16, 2024

Re: Philip Fitting, British Motorcar request for sell/serve alcohol at Independence Park

The Department of Bristol Parks and Recreation supports the Request for this event, and ask the following;

- Allow open access to Independence Park and any sidewalk or walkway in the vicinity.
- Work with the Department to remove any rubbish and signage that the event accumulates.
- Provide payment for any damage done to the grounds or property at Independence Park from this event.
- Verify that any vendors have proper licensing from the Town Clerks office.
- Be sure that **no vehicles enter or exit** the park during the event without an event organizer guiding them, **and also during set up and break down of any equipment.**
- Contact the Parks & Recreation director or designee in advance and post event to meet onsite to observe condition of the grounds pre and post event.

Concurred
Tim Shaw
STEVEN CONTENTE
Town Administrator

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 JAN 30 PM 12:37
DATE RECEIVED

PETITION TO THE TOWN COUNCIL



To the Honorable Town Council of the Town of Bristol: The undersigned hereby respectfully requested of your Honorable Body that:

We kindly request your support in considering the relocation of two accessible parking spaces.

Currently, two accessible parking spaces located in the vicinity of 577 Wood Street are hindered by trees that obstruct the designated areas, making it difficult for people with mobility impairments to use these spaces effectively.

To address this concern, we propose the relocation of the two accessible parking spaces to a more suitable location, specifically moving them ~~South~~ward.

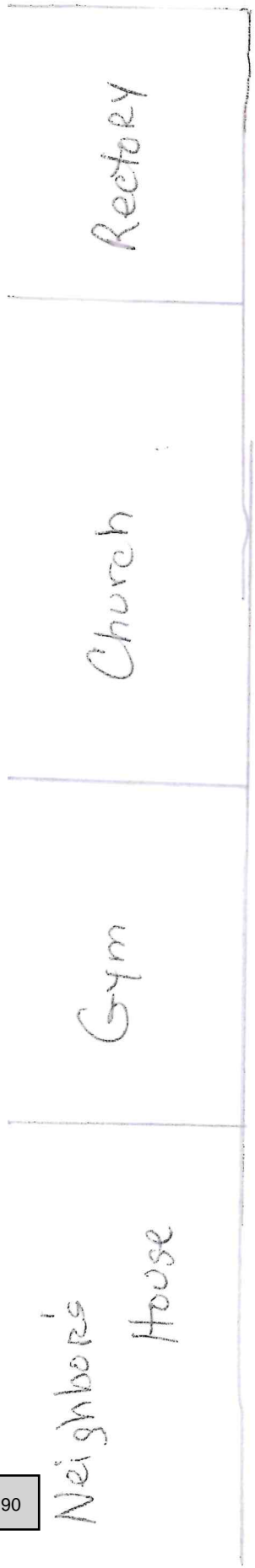
Additionally, we suggest converting the existing accessible parking spaces to regular parking spaces to maximize parking availability for the community.

PLEASE NOTE:

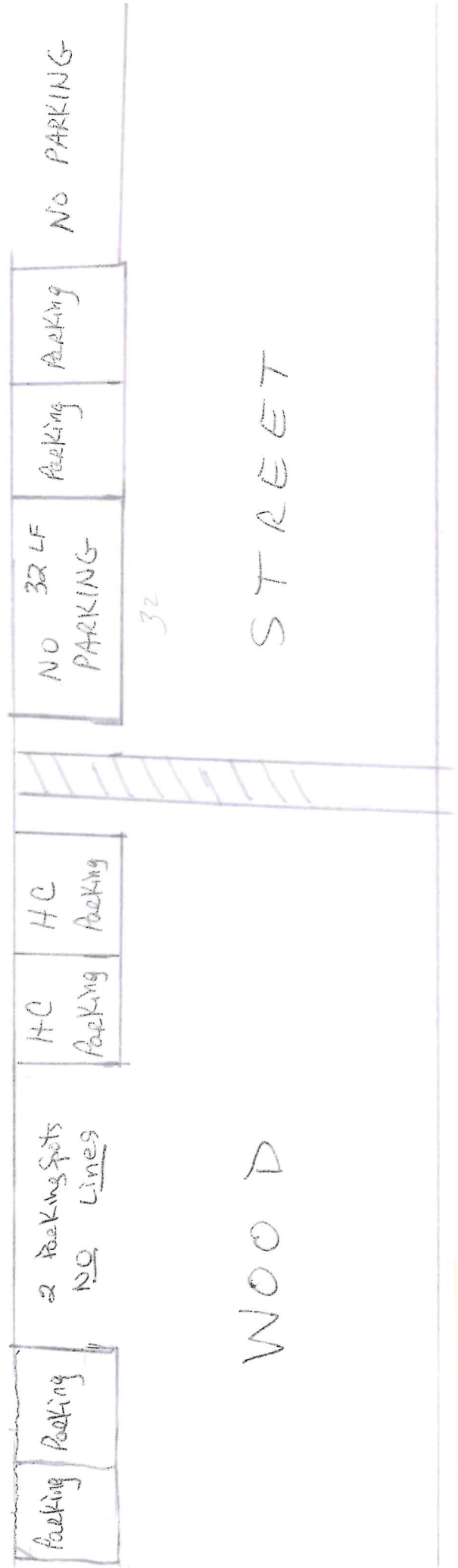
Please ensure that your petition is submitted by 4:00 PM, two (2) Wednesdays before the Town Council meeting scheduled for February 28, 2024 in order to be included on the docket. According to Council policy, petitions cannot be addressed unless recommendations, if needed, from the relevant departments are received before the Council meeting

SIGNATURE: João D. Medeiros, Facility Manager
NAME: João D. MEDEIROS
ADDRESS: 577 Wood St.
TOWN: Bristol
BUSINESS TEL. NO. _____
RESIDENCE TEL. NO. _____
EMAIL ADDRESS: _____

Entrance to Driveway to Parking Lot



SIDE WALK



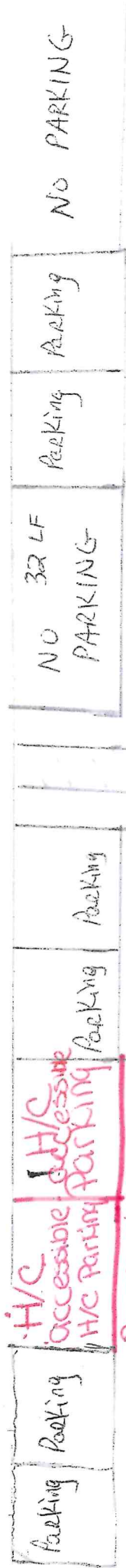
WOOD

Current

Entrance to Driveway to Parking Lot



SIDE WALK



WOOD

STREET

Proposed



TOWN CLERK'S OFFICE

Melissa Cordeiro, Town Clerk

10 Court Street
 Bristol, RI 02809
 Tel. 401-253-7000
 Fax. 401-253-2647
 Email: Mcordeiro@bristolri.gov

MEMORANDUM

TO: Steven Contente
 TOWN ADMINISTRATOR

FROM: Melissa Cordeiro
 COUNCIL CLERK

DATE: February 7, 2024

RE: Joao Medeiros, Facility Manager, St. Elizabeth's
 Auditorium, request to relocate two accessible
 parking spaces in vicinity of 577 Wood Street

May we please have your recommendation or the recommendation of the department head you deem appropriate in order for the Council to review the request at the Town Council Meeting to be held on **February 28, 2024**.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, February 21, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
 Attachment



Bristol Police Department

395 METACOM AVENUE BRISTOL, RHODE ISLAND 02809
TELEPHONE (401) 253-6900



KEVIN M. LYNCH
Chief of Police

BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 02-07-2024

PETITION DESCRIPTION:

Joao Medeiros, Facility Manager for St. Elizabeth's Auditorium requests to relocate two accessible parking spaces in vicinity of 577 Wood Street

PERSON/S FILING PETITION: Joao Medeiros

LICENSE RENEWAL NEW PETITION

REVIEW:

- APPROVED
- CONDITIONAL APPROVAL
- DENIED
- FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

2024 FEB 23 AM 9:51
TOWN CLERKS OFFICE
BRISTOL, RHODE ISLAND

NOTES:

Joao Medeiros, Facility Manager for St. Elizabeth Church is requesting that two accessible parking spaces on Wood Street be relocated, two spaces southbound. Currently, these spaces are situated in an area where a tree makes it difficult for unobstructed and safe access to the sidewalk. These spaces will still be in the vicinity of the church handicap ramp and entrance to the parish hall. I recommend approving this petition.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 02-15-2023

Steven Contente
STEVEN CONTENTE
Town Administrator



TOWN OF BRISTOL

DEPARTMENT OF PUBLIC WORKS

111 Mt. Hope Avenue
Bristol, Rhode Island 02809
Tel. 401-253-4100 Fax 401-254-1278

2024 FEB 23 AM 8:49

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

MEMORANDUM

TO: Steven Contente
TOWN ADMINISTRATOR

FROM: Christopher J. Parella
DIRECTOR OF PUBLIC WORKS

DATE: February 21, 2024

RE: Joao Medeiros, Facility Manager, St Elizabeth's Auditorium, request to relocate two accessible parking spaces in vicinity of 577 Wood Street

Mr. Administrator,

I have no objection. I would recommend that the Honorable Town Council grant this request provided that all applicable laws and ordinances are adhered to.

Please advise if you have any questions or concerns.

Steven Contente
St Admin
STEVEN CONTENTE
Town Administrator



Bristol Police Department

395 METACOM AVENUE ◊ BRISTOL, RHODE ISLAND 02809
TELEPHONE (401) 253-6900



KEVIN M. LYNCH
Chief of Police

Subject: Permit Request for Community Night Out Event on Town Common and Funding Request

Dear Madam Clerk,

The Bristol Police Department’s Planning and Training Division is currently in the early stages of planning our 3rd Annual Community Night Out Event, scheduled to take place on August 14, 2024, 5:30 pm-8:30 PM on the Town Common. To facilitate the smooth execution of this event, we are formally requesting a permit to host the Community Night Out on the Common. We believe that this event will not only continue to strengthen community bonds but also contribute positively to the well-being of our residents.

In addition to the permit request, we would like to be placed on the February 28, 2024, council docket. During this session, we intend to present our plans for the Community Night Out Event and discuss the benefits it brings to our community.

Furthermore, recognizing the importance of community involvement and support, we are seeking financial assistance from the council to ensure the success of the event. We kindly request a grant of \$1,000 to help cover the necessary expenses associated with organizing and hosting the Community Night Out.

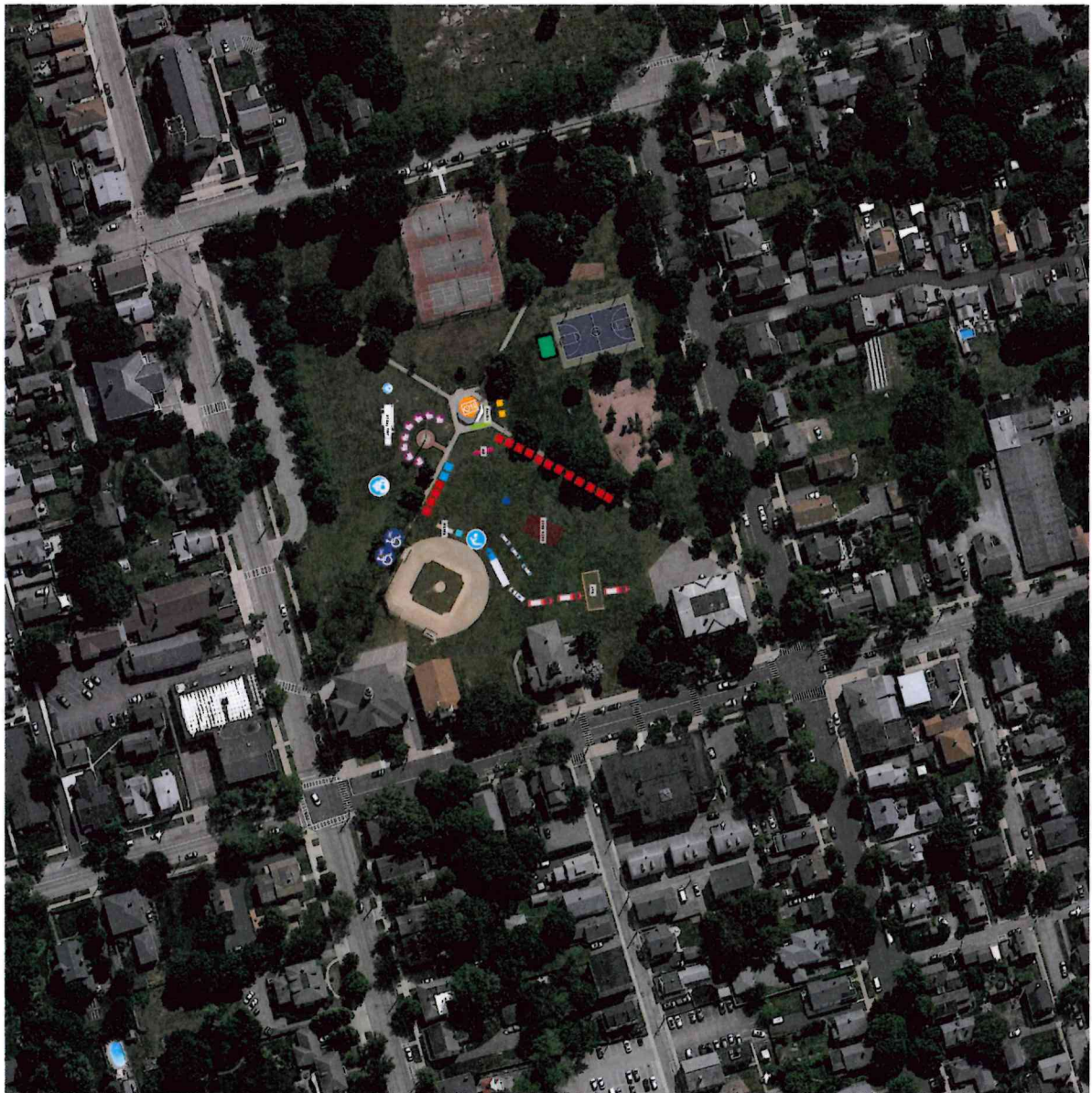
We believe that the funds allocated for this event will contribute significantly to fostering a sense of unity and safety within our community. If there are any additional forms or procedures we need to follow to facilitate this process, please do not hesitate to inform me.

Sincerely,









Sgt. Ricardo Mourato









Sgt. Ricardo Mourato








2024 FEB -5 AM 9:05
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND



- OB Truck
- Accessible Toilets
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Heavy Boiler
- TV Booth
- Fast Food
- Fast Food
- Fast Food
- Fast Food
- Fast Food
- Fast Food
- Fast Food
- Fast Food
- Fast Food
- Tent Orange
- Tent Orange
- Electrical Cabling Route
- Container Pit
- Water Board
- Truck
- HGV / Semi Trailer
- Ambulance
- Police Car
- Police Car
- Police Car
- Fire Engine
- Fire Engine
- Fire Engine
- 3D Grass Signage
- Circle Blue
- DJ position
- TO Booth
- Tent Sky Blue
- Tent Sky Blue
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Tent Red
- Entertainment
- Container Line
- Container Line
- Tent Turquoise
- Accessible Toilets

-  OB Truck (1)
-  Heavy Roller (1)
-  Tent Orange (2)
-  Water Board (1)
-  Ambulance (1)
-  3D Grass Signage (1)
-  TO Boat (1)
-  Container Lime (2)

-  Accessible Toilets (2)
-  TV Boat (1)
-  Electrical Cabling Route (1)
-  Truck (1)
-  Police Car (3)
-  Circle Blue (1)
-  Tent Sky Blue (2)
-  Tent Turquoise (1)

-  Tent Red (16)
-  Fast Food (8)
-  Container Pink (1)
-  HGV / Semi Trailer (1)
-  Fire Engine (3)
-  DJ position (1)
-  Entertainment (1)



TOWN CLERK'S OFFICE
Melissa Cordeiro, Town Clerk

10 Court Street
 Bristol, RI 02809
 Tel. 401-253-7000
 Fax. 401-253-2647
 Email: Mcordeiro@bristolri.gov

MEMORANDUM

TO: Steven Contente
 TOWN ADMINISTRATOR

FROM: Melissa Cordeiro
 COUNCIL CLERK

DATE: February 7, 2024

RE: Police Department requests for 3rd Annual
 Community Night Out Event, August 14, 2024:
 -Use of Town Common and Support of Town Council
 -One-Day Dancing & Entertainment License
 -One Food Truck

May we please have your recommendation or the recommendation of the department head you deem appropriate in order for the Council to review the request at the Town Council Meeting to be held on **February 28, 2024**.

All items for this docket must be received in the Clerk's office before 12:00 noon on Wednesday, February 21, 2024. All and any items received after the deadline will be held until the next council agenda.

Thank you for your cooperation and prompt reply.
 Attachment



Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: February 12, 2024
Re: License Recommendation, February 28 Council Meeting

2024 FEB 12 PM 12:00

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

The fire department has reviewed the license(s) request presented as follows:

1. Use of the Town Common
2. One-Day Dancing & Entertainment
3. Mobile Food Truck

Sgt. Ricardo Mourato for Community Night Out

Town Common

August 14, 2024 from 1730-2030

There is no objection to the granting of said license provided the applicant is compliant with all applicable laws, codes, ordinances, and/or other compliancy requirements.

Concun
Stm Contente
 STEVEN CONTENTE
 Town Administrator



Bristol Police Department

395 METACOM AVENUE BRISTOL, RHODE ISLAND 02809
TELEPHONE (401) 253-6900



KEVIN M. LYNCH
Chief of Police

BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 02-07-2024

PETITION DESCRIPTION:

Bristol Police Department- Request for 3rd Annual Community Night Out Event, August 14, 2024 Use of Town Common and support of Town Council, One-day Dancing & Entertainment License and one food truck permit

PERSON/S FILING PETITION: Sergeant Ricardo Mourato

LICENSE RENEWAL NEW PETITION

REVIEW:

- APPROVED
- CONDITIONAL APPROVAL
- DENIED
- FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 FEB 23 AM 9:52

NOTES:

On Behalf of the Bristol Police Department, Sergeant Mourato is requesting a Mobile Food Truck permit, One-day Dance and Entertainment license and the use of the Town Common to hold a 3rd Annual Community Night Out event. After reviewing this petition, I find no reason to deny the petitioner's request for the listed permits, provided that all guidelines set forth by the application, including any insurance requirements, and all Laws and Ordinances governing this practice are followed.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 02-15-2024

Steven Contente
STEVEN CONTENTE
Town Administrator

Warren Rensehausen, CPRP
Director of Parks & Recreation
wrensehausen@bristolri.gov

Tim Shaw
Asst. Director of Parks & Recreation
tshaw@bristolri.gov



RECREATION BOARD
N. Diane Davis
KARL ANTONEVICH
MIKE CABRAL
DONALD SQUIRES
JOSEPH DEMELO
Kevin Manuel

2024 FEB 23 AM 9:18
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

MEMORANDUM

To: Steven Contente
Town Administrator

From: Warren Rensehausen, CPRP
Director
Bristol Parks and Recreation Department

Date: February 16, 2024

Re: Police Department Community night out

The Department of Bristol Parks and Recreation supports the Request to have their Community Night Out and ask the following;

- Allow open access to the Town Common and any sidewalk or walkway in the vicinity.
- Work with the Department to remove any rubbish and signage that the event accumulates.
- Provide payment for any damage done to the grounds or property of the Common from this event.
- Verify that any vendors have proper licensing from the Town Clerks office
- Be sure that **no vehicles enter or exit** from the Park during the event without an event organizer guiding them, **and also during set up and break down of any equipment.**
- Contact the Parks & Recreation director or designee in advance and post event to meet onsite to observe condition of the grounds pre and post event.

Contente
STEVEN CONTENTE
Town Administrator

PETITION TO THE TOWN COUNCIL



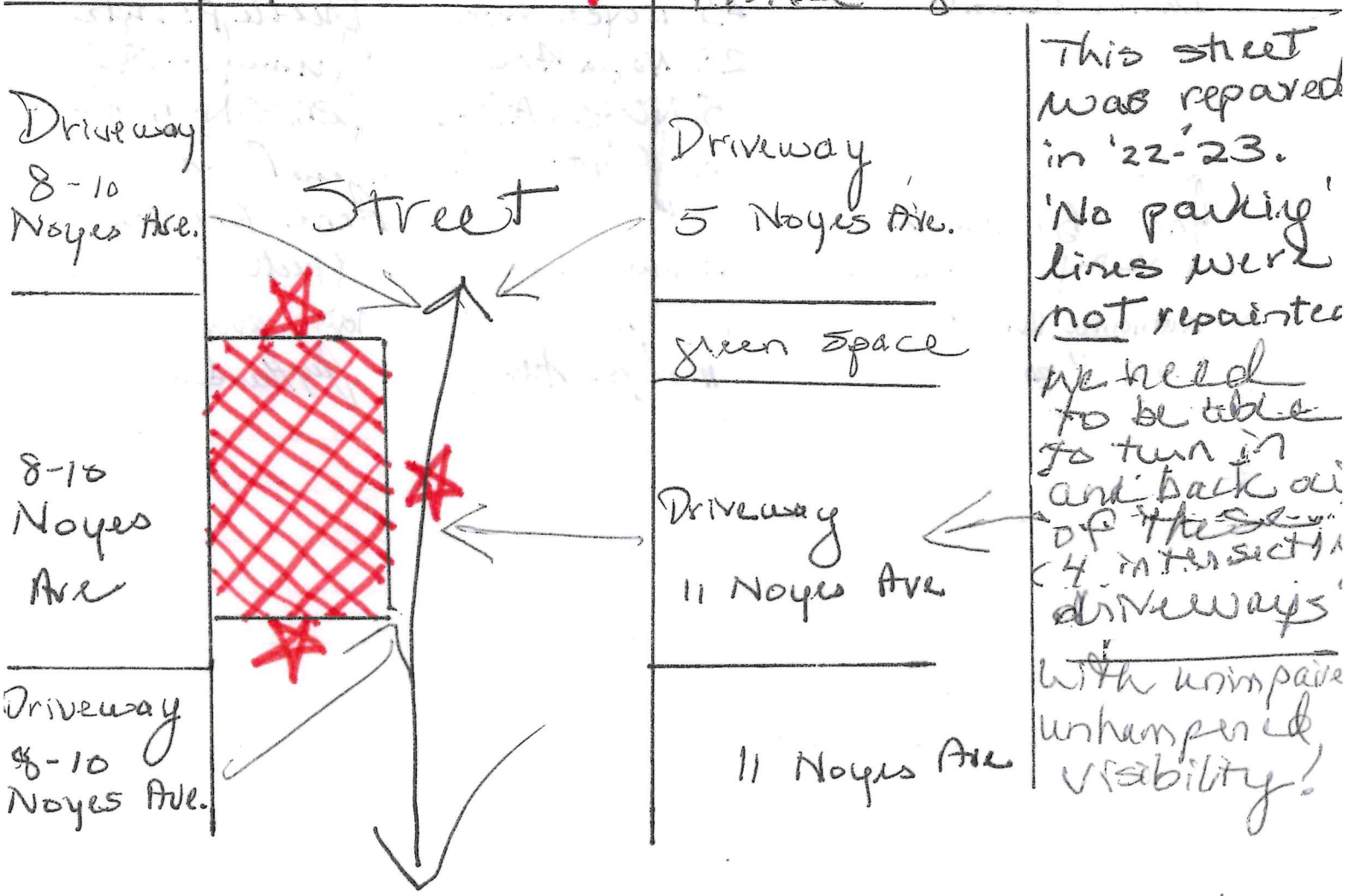
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

2024 FEB -9 PM 12:08

DATE RECEIVED

To the Honorable Town Council of the Town of Bristol: The undersigned hereby respectfully requested of your Honorable Body that:

Please create a "No parking" space in front of 8-10 Noyes Avenue. PLS. see signatures on back



This street was repaved in '22-'23. 'No parking' lines were not repainted. We need to be able to turn in and back out of these 4 intersection driveways with unimpaird unhamperd visibility!

PLEASE NOTE:

Please ensure that your petition is submitted by 4:00 PM, two (2) Wednesdays before the Town Council meeting scheduled for February 28, 2024 in order to be included on the docket. According to Council policy, petitions cannot be addressed unless recommendations, if needed, from the relevant departments are received before the Council meeting

SIGNATURE: Clara E. Read
 NAME: CLARA READ
 ADDRESS: 11 NOYES AVENUE
 TOWN: BRISTOL, RI 02809
 BUSINESS TEL. NO. _____
 RESIDENCE TEL. NO. _____
 EMAIL ADDRESS: _____

PETITION SIGNATURES

	<u>PRINT NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>
1.	CLARA READ	11 NOYES AVE.	Clara E. Read
2.	Peggy Hanney	22 Noyes Ave	Peggy A. Hanney
3.	Michael J. Hanney	22 Noyes Ave.	Michael J. Hanney
4.	Paula Ferrato	23 NOYES AVE	Paula Ferrato
5.	Luigi Ferrato	23 Noyes Ave	Luigi Ferrato
6.	Carol Miller	5 NOYES AVE.	Carol Miller
7.	Jesse Cohen	23 Burton St	Jesse P. Cohen
8.	Anne Beckman	"	Anne Beckman
9.	Timothy G. Devine	10 noyes ave	Timothy G. Devine
10.	Katherine Robasco	" "	Katherine Robasco
11.	JAY HURO	n NOYES AVE	Jay Huron
12.			
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29.			
30.			





Bristol Police Department

395 METACOM AVENUE BRISTOL, RHODE ISLAND 02809
TELEPHONE (401) 253-6900



KEVIN M. LYNCH
Chief of Police

BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 02-14-2024

PETITION DESCRIPTION:

Clara Read, 11 Noyes Avenue, Request no parking in front of 8-10 Noyes Avenue.

PERSON/S FILING PETITION: Clara Read

LICENSE RENEWAL NEW PETITION

REVIEW:

- APPROVED
- CONDITIONAL APPROVAL
- DENIED
- FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

NOTES:

Clara Read is requesting a no parking block be created in front of 8-10 Noyes Avenue to assist her in accessing and exiting her driveway. For this request, we applied our No-Parking Block Review Policy. We placed a full-sized SUV at this location. With a second vehicle we demonstrated the difficulty level of maneuvering a vehicle into and out of 11 Noyes Avenue. Our officer made two separate attempts to pull in and out of Ms. Read's driveway and found minimal difficulty with maneuvering his vehicle into and out of this driveway. After completing this review, I find that this request does not meet the criteria for approval. Please see attached photos and video.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 02-16-2024

Steven Contente
STEVEN CONTENTE
Town Administrator

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 FEB 23 AM 11:30



11 Noyes Ave.



North view of Noyes Ave. Noyes Ave. measures 17' in width.



8 & 10 Noyes Ave.



TOWN OF BRISTOL
DEPARTMENT OF PUBLIC WORKS

111 Mt. Hope Avenue
Bristol, Rhode Island 02809
Tel. 401-253-4100 Fax 401-254-1278

MEMORANDUM

TO: Steven Contente
TOWN ADMINISTRATOR

FROM: Christopher J. Parella
DIRECTOR OF PUBLIC WORKS

DATE: February 21, 2024

RE: Clara Read, 11 Noyes Avenue, request no parking in front of 8-10 Noyes Avenue

2024 FEB 23 AM 11:30

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

Mr. Administrator,

I have reviewed the above-mentioned request with Lt. Wozny of the Bristol Police Department and being completely satisfied with the metrics applied in their assessment, I concur that relief is not warranted. I would recommend that the Honorable Town Council deny this request for a no parking block in front of 8-10 Noyes Avenue.

Please advise if you have any questions or concerns.

Concur
Steven Contente

STEVEN CONTENTE
Town Administrator



PETITION TO THE TOWN COUNCIL
To the Honorable Town Council of the Town of Bristol:
The undersigned hereby respectfully requested of your
Honorable Body that:

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

2024 FEB -8 AM 10:47

Jason Paganelli
President / Race Director

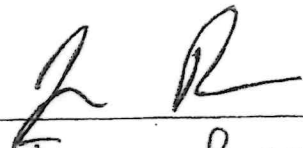


PO Box 225
Warren, RI 02885

www.RunTrueNorth.com

PLEASE NOTE:

Petition must be returned by 4:00 PM, two (2) Fridays prior to the Town Council meeting to appear on the docket of the _____ meeting for review and possible action. It is Council policy that action may not be taken on petitions unless recommendations, if necessary, from appropriate departments are received prior the Council meeting.

SIGNATURE: 
NAME: Jason Paganelli
ADDRESS: 23 S. Grove Ave.
TOWN: Warren, RI 02885
BUSINESS TEL. NO. _____
RESIDENTIAL TEL. NO. _____



To Whom It May Concern:

I contact you as the Race Director for the 2024 Colt State Park Half Marathon, set for November 3, 2024.

This Bristol Police Department and Town of Bristol have continued to be such a wonderful support in the hosting of this event here in Bristol, Rhode Island.

We respectfully request permission from the Town of Bristol to host this year's event, with minimal impact on town roadways.

For nearly a decade now we have worked with the Bristol Police Department, as well as the RI DEM, and have been informed that our course design has been of minimal impact. I specify this only to point out that this is NOT a new event, but an event that has been efficiently executed each and every year with minimal impact on town roadways, per our design. For this reason, we have kept our course unchanged in the way in which it impacts Town of Bristol roadways. Parking, bathroom facilities, and all other event-related resources are contained within Colt State Park, making it's footprint on town property nearly non-existent aside from Poppasquash Road.

Assuming our event is approved, we will again call on the Bristol Police Department in the weeks before the race to request two police details for the only portion of the race that is on public roadway (Poppasquash Road). We will ask for one officer, on that morning, to cover the intersection of the bike path and Poppasquash Road, as well as one on the "S-Curve" near the Bristol Marina, for runner safety. We anticipate roughly 400 runners, similar to the past few years. This is a self-imposed course limit that we have set, as we feel as if this is the appropriate amount of runners to have minimal impact on Colt State Park, the town roadways, etc. The race will start at 8:30 AM and the course will close at 12:00 Noon.

We would be happy to attend the Town Council meeting to answer any questions or concerns about this event. Thank you for your continued support in growing our local active-living community. We are excited to yet-again have this championship level event right here in Bristol.

Please see the attached course map.

Sincerely,

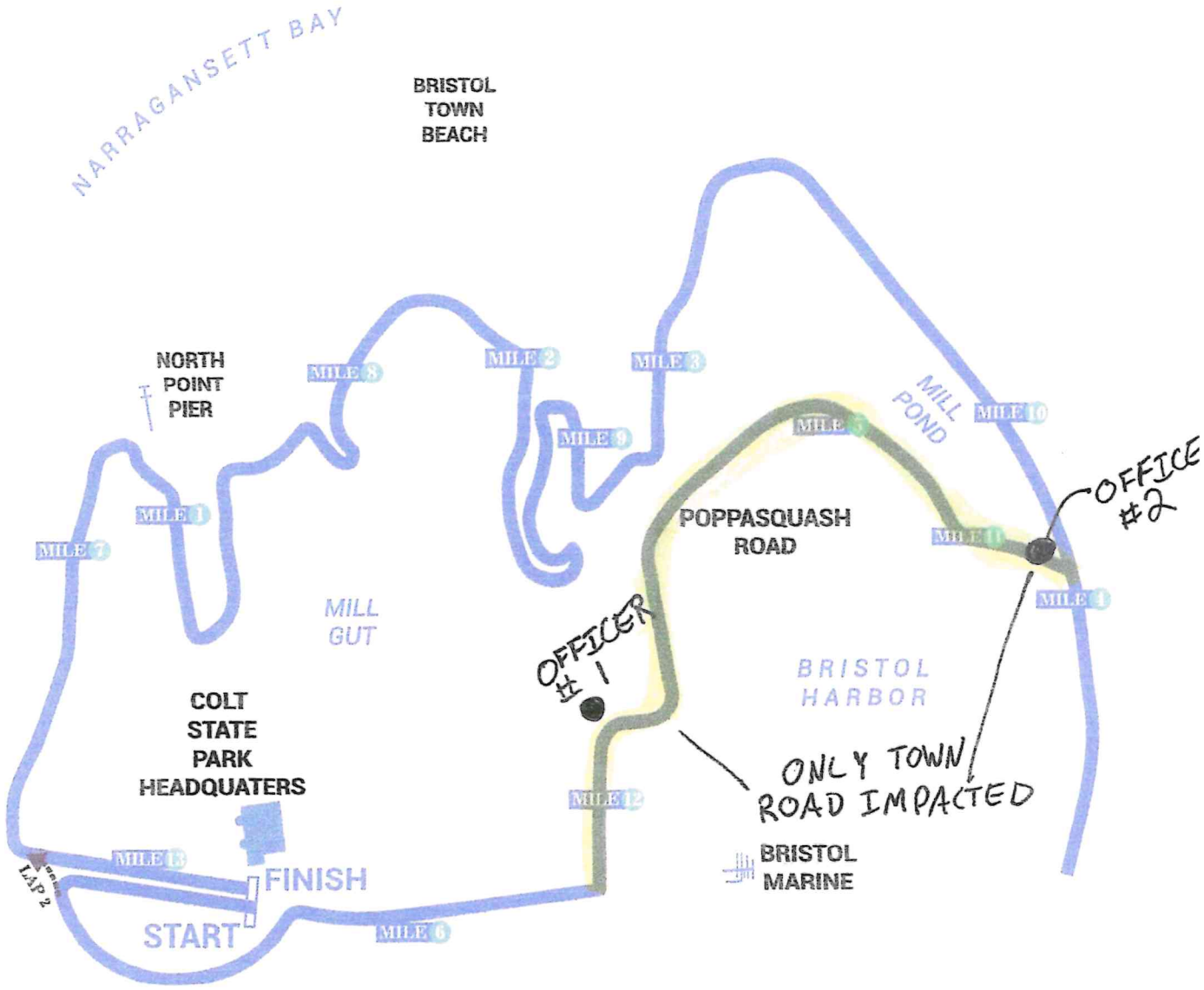
Jason Paganelli

President

True North Running Company

Running events, powered by experience & passion.

Colt State Park Half Marathon





Inter Office Memorandum

To: Steven Contente, Town Administrator
From: Michael DeMello, Fire Chief
cc: File
Date: February 14, 2024
Re: License Recommendation, February 28 Council Meeting

2024 FEB 15 AM 8:25

TOWN CLERKS OFFICE
BRISTOL, RHODE ISLAND

The fire department has reviewed the license request presented as follows:

1. Half Marathon

Jason Paganelli for True North Running Company half marathon November 3, 2024

Colt Park and Poppasquash Road

There is no objection to the granting of said license provided the applicant is compliant with all applicable laws, codes, ordinances, and/or other compliancy requirements.

Steven Contente
 STEVEN CONTENTE
 Town Administrator



Bristol Police Department

395 METACOM AVENUE BRISTOL, RHODE ISLAND 02809
TELEPHONE (401) 253-6900



KEVIN M. LYNCH
Chief of Police

BRISTOL POLICE DEPARTMENT PETITION REVIEW FORM

DATE FILED: 02-15-2024

PETITION DESCRIPTION:

Jason Paganelli- True North Running Company request Half Marathon on November 3rd 2024

PERSON/S FILING PETITION: Jason Paganelli

LICENSE RENEWAL NEW PETITION

REVIEW:

- APPROVED
- CONDITIONAL APPROVAL
- DENIED
- FORWARD TO ANOTHER DEPARTMENT FOR REVIEW

2024 FEB 23 AM 8:52
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

NOTES:

This half marathon is scheduled for November 3rd from 8:30am to 12:00pm. Parking, bathroom facilities and all other event-related resources will be contained within the Colt State Park grounds. They will be needing assistance with Poppasquash Rd only. This is an annually held event with approximately 400 runners participating. We have had no reported issues with this event in previous years. Two Bristol Officers will be requested to assist with traffic on Poppasquash Road during the race.

After reviewing this petition, there is no known reason to deny the approval of this Half Marathon, provided that all laws and ordinances governing this practice are followed.

REVIEWING OFFICER: Lt. Roman Wozny

DATE COMPLETED: 02-15-2024

Steven Contente
STEVEN CONTENTE
Town Administrator



TOWN OF BRISTOL
DEPARTMENT OF PUBLIC WORKS

111 Mt. Hope Avenue
Bristol, Rhode Island 02809
Tel. 401-253-4100 Fax 401-254-1278

2024 FEB 23 AM 8:49
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

TO: Steven Contente
TOWN ADMINISTRATOR

FROM: Christopher J. Parella
DIRECTOR OF PUBLIC WORKS

DATE: February 21, 2024

RE: Jason Paganelli, True North Running Company re Colt State Park Half
Marathon on November 3, 2024 (portion of race on public roadway)

Mr. Administrator,

I have no issues with the granting of this petition.

Respectfully submitted,

Christopher J. Parella
Director of Public Works

Con Cun
Stm Intmt
STEVEN CONTENTE
Town Administrator

Basic Information

Type Committee
Status Enabled
Visibility Public
Creating Authority

Waypoysset Preserve is one of the many existing land trusts in Rhode Island that have been set aside for preservation due to their natural, ecological, and/or historical significance. The main part of the 28-acre preserve runs just north of Narrows Road in Bristol and extends to Mt. Hope Bay at the confluence of the Kickemuit River. The main trail is most easily accessed from the parking area along the shoreline of Mt. Hope Bay but can also be accessed from Narrows Road, just east of its intersection with Oak St. The main trail traverses the eastern half of the property through an open field, extends over a small stream, and continues into the woods that occupy most of the preserve.

The property was purchased by the Town of Bristol in 1999 and placed in the trust. The preserve supports a variety of indigenous plants and animals within its boundaries and is an excellent place to observe wildlife across a variety of habitats.

Board Seats

Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Member	Bryan	Leffingwell	4 Massasoit Avenue	2/19/2024	2/19/2022	Active
Member	Steven	Johnson	345 Channel View, Unit 101	3/15/2025	3/15/2023	Active
TA Appointee	Gerhard	Leib	PO Box 260	12/12/2024	12/12/2022	Active
<i>Position</i>	<i>First Name</i>	<i>Last Name</i>	<i>Address</i>	<i>Calculated End Date</i>	<i>Actual Start Date</i>	<i>Status</i>

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

2024 FEB -5 PM 2:22

**TOWN OF BRISTOL
LETTER OF APPLICATION
PUBLIC SERVICE APPOINTMENTS**

Date: 2/5/24

To: HONORABLE TOWN COUNCIL

From: BRYAN LEFFINGWELL Phone #

Address: 12 FRIED AVE e-mail.

BRISTOL RI 02809

◇ ◇ ◇ ◇ ◇ ◇ ◇

I am interested in serving in the following Board/Commission/Committee:

WAYPOYSET TRUST

I would like to be appointed to the above position because: This

is the last, largest open Public land the
town owns and I would like to see
it be protected for future generations.

Cover Letter and/or Resume Attached? Yes No

This letter will serve as my formal application for appointment* to the above-mentioned Board, Commission or Committee.

Any consideration given to my application will be greatly appreciated.

Signature: Bryan Leffingwell

*This appointment may be subject to a police department background check.

Basic Information

Type Commission
Status Enabled
Visibility Public
Creating Authority Rules and Regulations

The North and East Burial Grounds shall hereafter be under the care and control of an administrative body consisting of five persons, to be called Commissioners of the Cemeteries, and appointed by the Town Council for staggered terms of five years with an appointment expiring each January. The Town Council may appoint an auxiliary Commissioner to serve for a five-year term. This individual shall sit as an active member in the event of a temporary vacancy, and at the discretion of the Chairman of the Commission.

Composition

5 members, 5-year terms 1 auxiliary member, 5-year terms

Board Seats

Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Auxiliary	Joshua	Cabral	192 Wood Street	1/1/2028	1/19/2023	Active
Member	Charles	Cavalconte	88 Church Street	1/1/2025	1/1/2020	Active
Member	Susan	Church	29 Garfield Avenue	1/1/2025	1/1/2020	Active
Member	Kathleen	Moran	87 Hopeworth Avenue	1/1/2029	1/1/2024	Active
Member	James	Riccio	56 Franklin Street	1/1/2026	1/1/2021	Active
Member	Edward	Carusi	64 Mt Hope Avenue	1/1/2026	1/1/2021	Active
Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status



Charles C. Cavalconte, M.Div., Chair
The Commissioners of the Cemeteries
The North and East Burial Grounds Commission
The Town of Bristol, Rhode Island

February 2, 2024

To the Honorable Town Clerk Cordeiro, Town Administrator Contente, The Honorable Members of the Town Council, fellow Commissioners of the Cemeteries, Superintendent Ramsay, Town Treasurer Hassell and Deputy Town Treasurer Carulli:

After 15 years of being Chair and a Member of the Cemetery Commission, and after much thought and reflection, I have decided to step aside and let the next generation take up the operation and strategic planning for the North and East Burial Grounds.

I would like the date of my resignation to be March 31, 2024. This will give you two months to find a replacement and to ensure a smooth leadership transition. I am happy to help the new chair get oriented to his/her position and provide an update on projects in progress, even should the transition period take a little longer than two months.

I am extremely grateful for having had the opportunity to have been of service to the Town. I am especially grateful for all the work we have been able to accomplish together as The Commission. The specific advances we made are highlighted on page 2 and 3 of this letter.

In closing, I again want to thank you for the opportunity to serve the Town of Bristol and for your support and assistance during my term as Chair.

Sincerely,

Charles C. Cavalconte, M.Div., Chair
The Commissioners of the Cemeteries

2024 FEB -5 AM 8:15
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

These are many of the accomplishments, not in chronological order, we have made during my tenure, which I have either initiated, participated, supported or encouraged:

1. A new computer database system for the recording of our deceased.
2. New street and way fare signage.
3. Celebrated the 200th anniversary of NBG April 2022.
4. The placement of pet management signs throughout NBG.
5. The maintenance and restoration of the Chapel at NBG including: painting of exterior wood, a new roof, the sealing of the chimney, and new LED lights at the Chapel doors.
6. New LED flood lights at the flag pole and Civil War Memorial statue.
7. Sourcing the proper Medal of Honor flag and the erection of the white and blue pole identifying the resting place of Pvt. Frank Walker, Bristol's MoH recipient.
8. The restoration of the Hope Street wall, with pending plans for its painting.
9. For several years supporting the Boy Scouts of Bristol who continued the tradition of whitewashing the Hope Street wall.
10. The planting of approximately 130 trees with signs identifying their proper biological names with appropriate leaf design.
11. Supported the writing of "Respecting the Gravitas of an Earlier Time: Landscaping (2016-2021) for North Burial Ground" by William Chittick, our volunteer tree specialist and tree landscape designer for the trees at NBG. His brochure guide contains photographs, descriptions and a tree map to the trees of NBG.
12. Pending plans for the planting of approximately 80 more trees.
13. The ongoing trimming and care of existing trees with the Commission's agreed "official" commitment to replace any lost trees due to disease, age or storm damage.
14. The actual physical planting, with other Commissioners, approximately 500, Daffodil bulbs.
15. The promotion of pollinator awareness with the "No Mow May" program at both NBG and EBG.
16. A new 25ft fiberglass flag pole at EBG with solar illumination;
17. New signate at EBG.
18. The acquisition and distribution of new RI State Historic Cemetery Commission signs to properly identify all 11 official burial grounds in Bristol.
19. The discovery and installation of the cemetery sign at the Byfield stone at Coggeshall farm.
20. Planning for the expansion and development of the westside of NBG for future in-ground burials.

21. The placement of property boundary signs identifying the location areas of Gate 5 and Gate 6 along the northern boundary of NBG's westside.
22. The discovery and restoration of the historic southwest and northwest boundary markers, noting the legal property line of westside of NBG.
23. The installation of a monument and the legal recognition and correction of the property line at the NW corner of NBG.
24. Encouraged the initial dialogue for the design to expand the Cremation Garden.
25. Signage at the gates to NBG with a new rock at Gate 4 and the re-inking of the existing gate stones at Gates 1 and 3.
26. Restoration of Gate 1's twisted metal gate panel.
27. The restoration of portions of the perimeter stone wall.
28. Supervised the needed repair to the bases of the fence posts of the DAR's gift iron fence at EBG.
29. Supervised the dedication of Peter's Pond at the Cremation Garden and the purchase of the park bench.
30. Supported several Boy Scout Eagle Projects at NBG, especially documenting veterans buried at NBG;
31. Requested and encouraged the restoration of fallen 19th century headstones at NBG
32. Providing support. for a community service project painting the two civil war era mortars near the main entrance flag pole.
33. Providing support to several community service projects conducted by the students of Roger Williams University: a) Painting the DAR iron fence at EBG on several occasions, b) the cleaning of historic headstones at NBG, 3) the initial cleaning and removal of inorganic material from the westside of NBG as the first phase of preparation for the development and transformation of the Westside from forest to burial space.
34. Encouraged and supported several guided tours sponsored by the Bristol Historic and Perseveration Society at NBG noting historic headstones and personalities.
35. Encouraged and supported several guided tree tours in NBG.
36. Facilitated, in relation with Bristol's DPW and their contract engineers, the repaving of the majority of the streets in North Burial Ground.
37. Most importantly throughout, how we have responded to the responsibility to bury, care and respect the mortal remains of hundreds of individuals while also caring for their grieving families. I feel we certainly have made a tremendous contribution to the cemeteries and the Town of Bristol.



Bristol 250th Commission

Basic Information

Type	Committee
Status	Enabled
Visibility	Public
Creating Authority	<p>The Bristol 250th Commission shall consist of nine (9) board members, as follows:</p> <p>Three (3) members shall be appointed by the Town Council. One (1) member shall be appointed by the Town Administrator with the consent of the Council. One (1) member shall represent Explore Bristol; the representative to be appointed by the Town Council. One (1) member shall represent the Bristol Fourth of July Committee; the representative to be appointed by the Town Council. One (1) member shall represent the Bristol Historical and Preservation Society; the representative to be appointed by the Town Council. One (1) member shall represent the Bristol Warren Regional School District; the representative to be appointed by the Town Council. One (1) member shall represent Roger Williams University; the representative to be appointed by the Town Council.</p>

Composition

9 members: 3 appointed by TC 1 appointed by TA w/council consent 1 appointed by TC to represent Explore Bristol 1 appointed by TC to represent the Bristol Fourth of July Committee 1 appointed by TC to represent the Bristol Historical and Preservation Society 1 appointed by TC to represent the Bristol Warren Regional School District 1 appointed by TC to represent the Roger Williams University

Board Seats

Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Item G3.
						Status
Council Appointee				11/30/2027		Vacant
Council Appointee				11/30/2027		Vacant
Rep. BWRSD	Jessica	Almeida	3 Michael Drive	11/30/2027	12/1/2023	Active
Rep. Explore Bristol	Alayne	White	11 Constitution Street	11/30/2027	12/1/2023	Active
Rep. Fourth of July Committee				11/30/2027		Vacant
Rep. Historical and Preservation Society	Catherine	Zipf	32 Greylock Road	11/30/2027	12/1/2023	Active
Rep. Roger Williams University				11/30/2027		Vacant
TA Appointee	Louis	Cirillo	28 Central Avenue	11/30/2027	12/1/2023	Active
Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status

Generated 2/16/2024, 1:38:50 PM

Recommendation of Representative To serve on the Bristol 250th Commission

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 FEB - 7 AM 9:16

Date: 02 Feb 2024

Dear Honorable Town Council,

I, [Chairperson/Representative]: Camille Teixeira of

[Respective Board] Bristol Fourth of July Celebration

and I am pleased to offer my recommendation of:

[Individual's Name] Carol Gafford

[Address] 700 Metacom Avenue, Apt 133

[Town, State, Zip] Bristol, Rhode Island 02809

[Email address] _____ @ _____

To serve on the Bristol 250th Commission.

Please briefly state the reason for your recommendation of this candidate:

Carol is best candidate for this recommendation as her knowledge of the Parade,
long time volunteer of the Bristol fourth of July Committee and her passion of history.

Please do not hesitate to contact me if you should require any additional information.

Sincerely,

Signature CA Teixeira Date 02 Feb 2024

Title Chairman Telephone _____

E-Mail _____

Recommendation of Representative To serve on the Bristol 250th Commission

Date: 2/22/24

2024 FEB 22 AM 9:03
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

Dear Honorable Town Council,

I, [Chairperson/Representative]: John King of
[Respective Board] Roger Williams University

and I am pleased to offer my recommendation of:

[Individual's Name] Amanda Marsili
[Address] 9 Etelvina Court
[Town, State, Zip] Bristol, Rhode Island 02809
[Email address] amarsill@rwu.edu @

To serve on the Bristol 250th Commission.

Please briefly state the reason for your recommendation of this candidate:

Please do not hesitate to contact me if you should require any additional information.

Sincerely,

Signature _____ Date _____

Title _____ Telephone _____

E-Mail _____

Recreation Board

Type Board

Status

Visibility

Creating Authority The recreation board shall have the authority, within the limits of appropriations therefor, to assist the director with the equipment and management of public playgrounds, athletic fields, swimming pools, bathing places and other community recreation centers, enhance and protect environmental areas, and to conduct and promote recreation, play, sports and physical training for which admission or other fees may be charged.

5 members, 3-year terms 2 auxiliary members, 3-year terms; and 2 ex-officio members, pleasure of Council

Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
1st Alternate	Kevin	Manuel	19 Peckham Place	3/3/2024	4/20/2023	
2nd Alternate				2/1/2027		
Member	Karl	Antonevich	1215 Hope Street	2/27/2025	2/27/2022	
Member	N. Diane	Davis	25 Butterworth Avenue	2/27/2025	2/27/2022	
Member	Joseph	DeMelo	1 Roosevelt Avenue	3/11/2026	4/20/2023	
Member	Michael	Cabral	10 Alves Street	2/17/2024	2/17/2021	
Member	Donald	Squires	9 Tobin Lane	4/1/2026	4/20/2023	
Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status

**TOWN OF BRISTOL
LETTER OF APPLICATION
PUBLIC SERVICE APPOINTMENTS**

Date: 2/5/24

To: HONORABLE TOWN COUNCIL

From: MICHAEL S CABRAL

Phone #:

Address: 10 ALVES ST.

e-mail:

BRISTOL RI 02809

◇ ◇ ◇ ◇ ◇ ◇ ◇ ◇ ◇

I am interested in serving in the following Board/Commission/Committee:

PARKS AND RECREATION BOARD

I would like to be appointed to the above position because: I HAVE

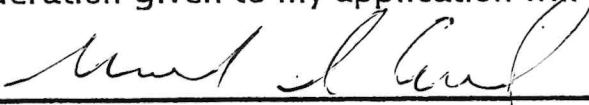
HAD THIS POSITION FOR THE PAST 3 YEARS AND I WOULD

LIKE TO FURTHER MY INVOLVEMENT WITH THIS DEPARTMENT.

Cover Letter and/or Resume Attached? Yes No

This letter will serve as my formal application for appointment* to the above-mentioned Board, Commission or Committee.

Any consideration given to my application will be greatly appreciated.

Signature: 

*This appointment may be subject to a police department background check.

**TOWN OF BRISTOL
LETTER OF APPLICATION
PUBLIC SERVICE APPOINTMENTS**

Date: February 08, 2024

To: HONORABLE TOWN COUNCIL

From: Kevin Manuel

Phone #: _____

Address: 282 Chestnut Street
Bristol, RI 02809

e-mail: _____

I am interested in serving on the following Board/Commission/Committee:
Recreation Board

I would like to be appointed to the above position because:
I would like to be reappointed to the Recreation Board to continue serving the community and providing support/advice to the Parks & Rec staff in fulfilling their role within the Town.

Cover Letter and/or Resume Attached: Yes No

This letter will serve as my formal application for appointment to the above-mentioned Board, Commission or Committee.

Any consideration given to my application will be greatly appreciated.

Signature: Kevin W. Manuel

2024 FEB -9 AM 9:17
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

Type	Commission
Status	
Visibility	
Creating Authority	

5 members, 3-year terms 2 alternate members, 3-year terms

Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
Member	James	Dollins	37 Clifton Road	3/1/2026	3/1/2023	
Member	John	McDonald	15 Stephen Drive	3/1/2026	3/1/2023	
Member	Wayne	Gablinske	48 Beach Road	3/1/2026	8/3/2023	
Member	Robert	Hamel	859 Hope Street	3/1/2026	3/1/2023	
Member	Steven	Januario	10 Jessica Drive	3/1/2025	3/1/2022	
Member	Peter	Silva	55 1/2 Woodlawn Avenue	3/1/2025	8/24/2023	
Member	Dominic	Franco	26 Tower Street	3/1/2024	3/1/2021	
Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status

Board or Commission: Harbor Comm.

I, Dominic S. Franco,
Name (please print)

26 Tower St.
Street Address Apt #

Bristol R.I. 02809
City/Town State Zip Code

Mailing Address (if different than above) Apt #

City/Town State Zip Code

Primary Phone:

Alternate Phone: _____

Email Address: _____

- do
- do not

wish to be considered for reappointment to the above-mentioned Board or Commission.

Dominic S. Franco
Signature of Applicant

12/21/23
Date Signed

2023 DEC 21 AM 8:51
JOHN DELOACH
POSTAL SERVICE

Director Electric Boat Corp Vasco Castro, ill

Town of Bristol | Generated 2/6/2024 @ 9:41 pm by OnBoard2 - Powered by ClerkBase

Status

Name Director Electric Boat Corp Vasco Castro, ill
Application Date 2/6/2024
Expiration Date 2/6/2026

Table with 3 columns: Board, Vacancies, Status. Row 1: Harbor Commission, 0, Pending

Status

Basic Information

Name Director Electric Boat Corp Vasco Castro, ill
I would like to be appointed to the position because:
Want to contribute to the town and support the Harbor Commission efforts. I am currently a member of the Harbor Commission Advisory Board and would like to become a full member of the commission.

Contact Information

Address 101 Woodlawn Ave. Bristol, RI 02809

Yes, I am a resident Yes

Email

Phone

Cell Phone

Occupation

Yes, I am a city employee No

Professional Licenses Employed by Electric Boat Corp as Director of Steel, 42 years

Current: Bristol Harbor Commission Advisory Board Board of Directors RIPEC
Past: Chairman Bristol Conservation Commission Board of Directors Linden Plac President Hopeworth Community Association Inc. CRMC Rep for the Town of Bristol

Zoning Board of Review

Type Board

Status

Visibility

Creating Authority The Zoning Board of Review has authority over issuing use variances, special-use permits and special conditions. Additionally, the Board hears administrative appeals and appeals of Planning Board/Historic District Commission decisions.

5 members, 5-year terms , 2 alternate members, 2-year terms Persons appointed to the zoning board of review shall hold no other office in the service of the town

Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
1st Alternate	George	Duarte	47 Lafayette Dr	3/1/2025	1/17/2024	
2nd Alternate	Kimberly	Teves	32 Brooks Farm Drive	3/1/2025	1/17/2024	
Chair	Joseph	Asciola	1220 Hope Street	3/1/2024	3/1/2019	
Member	Tony	Brum	1 Laurel Lane	3/1/2027	3/1/2022	
Member	David	Simoes	5 Echo Farm Drive	3/1/2025	3/1/2020	
Member	Donald	Kern	32 Defiance Avenue	3/1/2024	3/1/2019	
Vice Chair	Charles	Burke	26 Summer Street	3/1/2026	3/1/2021	
Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status

Board or Commission: ZONING

I, JOSEPH P. ASCIOLA,
Name (please print)

1220 HOPE ST.
Street Address Apt #

BRISTOL RI 02809
City/Town State Zip Code

Mailing Address (if different than above) Apt #

City/Town State Zip Code

Primary Phone: _____

Alternate Phone: _____

Email Address: jasciola@gmzinc.com

- do
- do not

wish to be considered for reappointment to the above-mentioned Board or Commission.

Joseph P. Asciola
Signature of Applicant

2-21-24
Date Signed

Board or Commission: ZONING BOARD

I, DONALD S KERN,
Name (please print)

<u>32 DEFLANCE AVE</u>		
Street Address		Apt #
<u>Bristol</u>	<u>RI</u>	<u>02809</u>
City/Town	State	Zip Code

2024 FEB 16 AM 10:15
 TOWN CLERK'S OFFICE
 BRISTOL, RHODE ISLAND

<u></u>		
Mailing Address (if different than above)		Apt #
<u></u>	<u></u>	<u></u>
City/Town	State	Zip Code

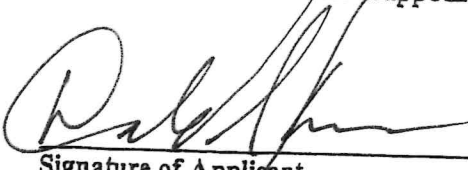
Primary Phone: _____

Alternate Phone: _____

Email Address: _____

- do
- do not

wish to be considered for reappointment to the above-mentioned Board or Commission.



 Signature of Applicant

2/13/2024

 Date Signed

Basic Information

Type Commission

Status Enabled

Visibility Public

Creating Authority Three members shall be appointed by each of the town councils of the respective towns, and the water authority shall be organized and shall function under, and shall exercise the powers and be subject to the duties and obligations imposed by, the public law of the state adopted March 15, 1945, entitled "An Act authorizing the Creation of One or More Water Authorities by the Towns of Barrington, Warren and Bristol, or Any One or More of the Said Towns."

Joint water authority.

(a)There is hereby created a joint water authority for the towns of Barrington, Warren and Bristol. Such water authority shall be composed of nine members who shall hold office until their successors shall have been appointed and shall have qualified. Three members shall be appointed by each of the town councils of the respective towns

Composition

3 (Bristol) members, 3-year terms

Board Seats

Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status
member				2/6/2025		Vacant
Member	Juan	Mariscal	1303 Hope Street	3/11/2026	3/12/2023	Active
Member	Robert	Martin	10 St. Anna Avenue	2/17/2024	2/17/2021	Active
Position	First Name	Last Name	Address	Calculated End Date	Actual Start Date	Status

Board or Commission: BCWA

I, ROBERT J MARTIN
Name (please print)

105 SE ANNA AVE
Street Address Apt #

BRISTOL RI 02909
City/Town State Zip Code

Mailing Address (if different than above) Apt #

City/Town State Zip Code

Primary Phone:

Alternate Phone:

Email Address:

do

do not

wish to be considered for reappointment to the above-mentioned Board or Commission.

Robert J Martin
Signature of Applicant

2/16/24
Date Signed



Bristol Christmas Festival

Basic Information

Type	Committee
Status	Enabled
Visibility	Public
Creating Authority	Members: Persons who desire membership shall obtain an application from any officer of the Committee. Bylaws updated on 1-13-2023 - "Submit to the to the town clerk in February of each year (not October) a list of the present membership for the approval of the Town Council"

Committee members meet throughout the year to plan celebrations and events that make the Holidays extra special here in Bristol, Rhode Island. Committee members also participate in fundraising and promotional activities to ensure the success of our Bristol Christmas Festival.

Composition

Bristol Christmas Festival and Grand Illumination – Founded in 1987, the Bristol Christmas Festival Committee is a non-profit organization that hosts a series of family oriented events and activities for the young and old alike. [Bristol Christmas Festival](#)

Bristol Christmas Festival Committee

2024 Membership List

Chairperson	Dave	Scarpino	932 Hope Street	Bristol	RI	02809
Nominated Vic	Laura	Scarpino	15 Gorham Pl	Bristol	RI	02809
Treasurer	Natalie	Huffman	571 Wood St.	Bristol	RI	02809
	Kelly	Burnett	12 Edmund Lane	Bristol	RI	02809
	Jess	Burnett	12 Edmund Lane	Bristol	RI	02809
	Denielle	Emans	3 Dunbar Avenue	Bristol	RI	02809
	Patricia	Ferrick	21 Sandy Lane	Bristol	RI	02809
	Will	Grapentine	10 Monterey Drive	Bristol	RI	02809
	Nancy	Horne	1014 Hope Street, APT M2	Bristol	RI	02809
	Patti	Hunt	242 Winslow Way	Swansea	MA	02777
	Tanya	Kieron	90 Union Street	Bristol	RI	02809
	Joe	Kalen	90 Union Street	Bristol	RI	02809
	Sheila	Konis	6 Franca Drive	Bristol	RI	02809
	Ruthie	Lombardi	1014 Hope Street, APT K7	Bristol	RI	02809
	Chris	Manchester	125 Peck Ave	Bristol	RI	02809
	Jennifer	Mancieri	14 Broadcommon Road	Bristol	RI	02809
	Paula	Martel				
	Sandy	McGee	55 W Main Rd	Portsmouth	RI	02871
	Dana	Medeiros	6 Franca Drive	Bristol	RI	02809
	Tony	Morettini	46 Highland Road	Bristol	RI	02809
	Brian	Morrisette	21 Lisa Lane	Bristol	RI	02809
	Paula	Morrisette	21 Lisa Lane	Bristol	RI	02809
	Maggi	Nicoletti	514 Ocean Grove Avenue	Swansea	MA	02777
	Michael	Rielly	21 Sandy Lane	Bristol	RI	02809
	Sean	Rielly	21 Sandy Lane	Bristol	RI	02809
	Michelle	Serbst				
	Jeanne	Van Vleck	17 Stephen Dr	Bristol	RI	02809
	Jane	Viscolosi				
	Paul	Vollaro	3 Jefferson Lane	Bristol	RI	02809
	Kevin	White				
	Theresa	Woodmansee	916 Hope St.	Bristol	RI	02809

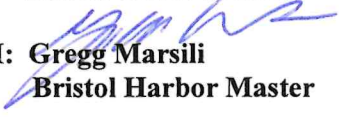
2024 FEB 22 AM 9:23

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND



Bristol Harbor Master

TO: Bristol Town Council

FROM: 
Gregg Marsili
Bristol Harbor Master

CC: Steven Contente
Bristol Town Administrator

2024 FEB 16 AM 11:13

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

DATE: February 16, 2024

SUBJECT: NEW TOWN ORDINANCE SEC. 8-71 INSURANCE REQUIREMENT FOR TOWN MARINA

I am requesting that a new ordinance concerning boat insurance for users of the Town Marina be introduced at the next appropriate Town Council meeting. The new ordinance is Sec. 8-71 Insurance Requirement for Town Marina.

The insurance ordinance will cover all classifications of boats that use the marina. I have made several calls to different insurance companies concerning the liability coverage amount. The general coverage amount for most boats 30-40 feet is \$250,000. I would recommend this coverage amount, slip holders can have a larger coverage, but that is their decision. Also, the town should be named on the policy, so if insurance coverage is cancelled the Town will be notified.

ORDINANCE No. 2023-___

**AN ORDINANCE IN AMENDMENT TO
CHAPTER 8
OF THE ORDINANCES OF THE BRISTOL TOWN CODE**

* * *

CHAPTER 8 – BOATS, DOCKS AND WATERWAYS

* * *

Sec. 8-71. Insurance requirement for Town marina.

Vessels shall not be permitted to dock at the Town marina unless covered by liability insurance. Vessel operators shall present proof of insurance to the Harbormaster or his/her designee prior to docking at the Town marina. The Harbormaster or his/her designee shall refuse to permit any vessel that is not covered by insurance to dock at the Town marina.

* * *

This ordinance shall take place upon its passage.

\\SERVER1\Share\Bristol\Ordinances\Ord re marina insurance requirement.docx



Town of Bristol, Rhode Island

Harbor Commission

10 Court Street
Bristol, RI 02809
401-253-7000

February 21, 2024

2024 FEB 22 AM 7:48
 TOWN CLERK'S OFFICE
 BRISTOL, RHODE ISLAND

Bristol Town Council
10 Court St.
Bristol, RI 02809

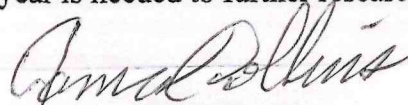
Subject: Harbor Commission Recommendation for Liability Insurance for
Boats Renting Slips at Town Docks for 2024

Dear Honorable Councilmen:

The Harbor Commission discussed at their meeting on February 5, 2024 the new Council requirement for Liability Insurance on boats that are renting from the Town. The Commercial Fishermen who have looked into this have found that Insurance Companies so far do not want to insure for Liability Insurance only. Also, it has been suggested that the Liability Insurance might be as high as \$500K. This would possibly double dock fees for the fishermen.

Additionally, the Harbor Management Plan in CF3 on page 49 reads as follows: "When reviewing the dock fees, if possible, consideration should be given for only moderate fee increases for commercial fishermen." (This Insurance requirement acts just like a fee increase) Also, the boats affected will need to be surveyed to get the insurance coverage required. There are 24 commercial boats at town owned slips.

A quick survey of all at the meeting suggests that most object & agree that another year is needed to further research this new insurance requirement.


James Dollins, Vice Chair
Harbor Commission

cc: Gregg Marsili – Harbormaster
Steven Contente – Town Administrator
Melissa Cordeiro – Town Clerk
Jim Dollins – Vice Chair

TOWN OF BRISTOL

RESOLUTION OF THE TOWN COUNCIL

“FY 2025 STATE BUDGET ALLOCATION FOR FUNDING ROGERS FREE LIBRARY,
BRISTOL”

No.

Passed:

Nathan Calouro

Town of Bristol, Council Chairman

Whereas, for many people, public libraries are their only means of access to books, computer services, technology training, and all forms of media essential for fulfilling and productive lives; and

Whereas, free public libraries are essential to the general enlightenment of citizens in a democracy and provide for the cultural, educational, informational, and research needs of all citizens; and

Whereas, the Constitution of the State of Rhode Island at Article XII, Section 1 states that it “shall be the duty of the General Assembly to promote public schools and public libraries, and to adopt all means which it deems necessary and proper to secure to the people the advantages and opportunities of education and public library services”; and

Whereas, in recognition of the importance of libraries in our society, the State of Rhode Island passed legislation setting the level of state aid for library services at a minimum of twenty-five (25%) of the amount spent from local tax funds and the library’s private endowment; and

Whereas, between FY 2009 and FY 2022 the State of Rhode Island did not fund state aid to libraries at the twenty-five (25%) level as required by RI General Laws 29-6-2; and

Whereas, in FY 2023 and FY 2024, state aid to libraries was funded at the twenty-five (25%) level; and

Whereas, the Governor’s proposed FY 2025 budget funds state aid to libraries at 24.18%, which is \$7,182 less than the Town of Bristol would receive at the required 25% level; and

Whereas, the Town of Bristol supports fully funding State Aid to Libraries at the 25% level in FY 2025.

NOW, THEREFORE, BE IT RESOLVED THAT the Honorable Town Council of Bristol, Rhode Island, as follows:

Requests that the Rogers Free Library Public Library Board of Trustees support legislation to restore funding for State Aid to Libraries to the full 25% required in R.I. Gen. Laws §29-6-2 (a) and urges Bristol's state legislative delegation of senators and representatives to the General Assembly to work diligently for its passage; and

Directs the Bristol Town Clerk transmit a copy of this Resolution to the Governor and members of the Town of Bristol's state legislative delegation.

DRAFT

TOWN OF BRISTOL

PROCLAMATION OF THE TOWN COUNCIL

“RECOGNIZING APRIL 5-6, 2024 AS BRISTOL BOOKFEST WEEKEND”

No.

Passed:

Nathan Calouro

Town of Bristol, Council Chairman

Be it hereby known to all that:

Whereas, the Town of Bristol recognizes Bristol BookFest’s annual celebration of books, people, and conversation as a months-long public humanities event committed to strengthening the civic life of Bristol’s citizens and neighbors through the close reading of a major literary text to discover its relevance to contemporary life; and

Whereas, Bristol BookFest offered its inaugural program, *All the King’s Men* by Robert Penn Warren, fully remotely on Zoom during one weekend in 2021; and

Whereas, since 2021, in collaboration with Rogers Free Library, and with the support of Arts in Common, and other local and state-wide partners, Bristol BookFest has established itself beyond that initial weekend-long event as a vigorous series of programs committed to the humanities and to highlighting Bristol’s rich cultural resources from January through April; and

Whereas, Bristol BookFest events in 2024 culminate in downtown Bristol on April 5-6 with an evening keynote and reception followed by a day-long program of presentations and discussions,

Therefore, let it be hereby resolved that the Honorable Town Council and the Honorable Town Administrator of the Town of Bristol, State of Rhode Island, in consideration of all of the above, and by virtue of the authority vested in them by the citizens of Bristol, on their behalf, recognize April 5-6 2024 as Bristol BookFest Weekend.



Bristol Town Council

Melissa Cordeiro, Clerk

BUDGET WORKSHOP SCHEDULE for FISCAL YEAR 2024-2025

**All Meetings are scheduled to be held in the
Town Hall - Council Chambers, 10 Court Street
Bristol, RI unless otherwise specified**

NOTE: IF COMMUNICATIONS ASSISTANCE IS NEEDED OR ANY OTHER ACCOMMODATIONS TO ENSURE EQUAL PARTICIPATION, PLEASE CONTACT THE TOWN CLERK'S OFFICE AT 253-7000. ANYONE REQUESTING INTERPRETIVE SERVICES FOR THE DEAF OR HARD OF HEARING MUST NOTIFY THE TOWN CLERK'S OFFICE AT 253-7000, 72 HOURS IN ADVANCE OF THE MEETING DATE AND ANYONE REQUESTING ASSISTIVE LISTENING DEVICES MUST NOTIFY THE COUNCIL CLERK PRIOR TO THE COMMENCEMENT OF THE MEETING.

**MONDAY, MARCH 18, 2024, at 6:30
Town Hall - Council Chambers, 10 Court Street
*In-Person only**

TIME	DEPT. #	DEPARTMENT
6:30 PM		TOWN ADMINISTRATOR OVERVIEW General Budget Discussion
7:00	701	POLICE
	702	Animal Control
7:45	703	HARBOR PATROL
8:00	601	COMMUNITY DEVELOPMENT
	602	Building Inspection

May be discussed, time permitting:

- 402 TOWN ADMINISTRATOR
 - 501 FINANCE
 - 502 Debt Service
 - 503 Fixed Charges
 - 504 Town Hall Complex
 - 406 BOARD OF CANVASSERS
 - 407 MUNICIPAL COURT
 - 403 TOWN CLERK
 - 401 TOWN COUNCIL
- Discussion of the Town Administrator's recommended level of funding for the Regional School District (if applicable)*

RECAP

BUDGET WORKSHOP SCHEDULE for FISCAL YEAR 2024-2025

TUESDAY, MARCH 19, 2024, at 6:30
Town Hall - Council Chambers, 10 Court Street
*In-Person only

- 6:30 PM 404 TOWN SOLICITOR
- 6:45 603 PUBLIC WORKS
- 7:15 604 WATER POLLUTION CONTROL
- 606 COMPOSTING FACILITY
- 607 ENTERPRISE FUND
- 7:30 806 MUNICIPAL OBSERVANCES
 - Fourth of July
 - Veterans Holidays
 - Christmas Festival
- 8:00 803 PARKS AND RECREATION
- 8:15 802 ROGERS FREE LIBRARY
- 8:30 402 TOWN ADMINISTRATOR

May be discussed, time permitting:

- 501 FINANCE
- 502 Debt Service
- 503 Fixed Charges
- 504 Town Hall Complex
- 406 BOARD OF CANVASSERS
- 407 MUNICIPAL COURT
- 403 TOWN CLERK
- 401 TOWN COUNCIL

Discussion of Town Administrator's
recommended level of funding for regional
School District
(if applicable)

RECAP

BUDGET WORKSHOP SCHEDULE for FISCAL YEAR 2024-2025

WEDNESDAY, MARCH 20, 2024, at 6:30
Town Hall - Council Chambers, 10 Court Street
*In-Person Only

6:30	704	FIRE
6:45	405	BOARDS & COMM. (MAY BE OTHERS) Bristol Substance Abuse
7:00 PM	801	HUMAN SERVICES
7:15 PM	805	HUMAN RESOURCES (MAY BE OTHERS) EBCAP East Bay Center Visiting Nurse Home & Hospice Community String Project King Phillip Little League Franklin Ct Tenant's Association Boy Scouts of America, Narragansett Council Mosaico CDC Sense of Pride Saint Elizabeth Adult Day Centers The Samaritans, Inc. Coggeshall Farm Museum Meals on Wheels of RI, Inc. Art Night Bristol/Warren Bristol Rotary Charities Foundation East Bay Food Pantry Benjamin Church Senior Center, Inc. Bristol Garden Club Wildlife Rehabilitators Association of RI Eastern Rhode Island Conservation District Connect Greater Newport- Newport County Development Council East Bay Chamber of Commerce Bristol Middle Passage Port Marker Friends of Tom's Grove-c/o Linda Heroux Benjamin Church Resident's Association Bristol Art Museum East Bay Recreational Softball League Special Olympics of Rhode Island James D. Rielly Foundation Bristol Land Conservation Trust
7:45	501	FINANCE
	502	Debt Service
	503	Fixed Charges
	504	Town Hall Complex
8:00	406	BOARD OF CANVASSERS
8:15	407	MUNICIPAL COURT

BUDGET WORKSHOP SCHEDULE for FISCAL YEAR 2024-2025

8:30 403 TOWN CLERK
 401 TOWN COUNCIL

May be discussed, time permitting:

Budget Items Requiring Additional Consideration

Discussion of Town Administrator's recommended level of funding for regional School District (if applicable)

RECAP

**MONDAY, MARCH 25, 2024, at 6:30
Town Hall - Council Chambers, 10 Court Street
*In-Person Only**

An additional day, if needed, to discuss any and all matters that appear in any above sessions.

**WEDNESDAY, MARCH 27, 2024, at 7:00 PM
Town Hall - Council Chambers, 10 Court Street**

Regular Town Council Meeting - Vote on Provisional Budget (Advertise Budget and Public Hearing notice in local newspaper on Thursday, April 6, 2023 (second partial advertising on April 13) - per State Law notice of Public Hearing must appear no later than 10 days prior to the Public Hearing)

**MONDAY, APRIL 15, 2024, at 7:00 PM
Town Hall - Council Chambers, 10 Court Street
*In-Person Only**

Public Hearing on Budget

BUDGET WORKSHOP SCHEDULE for FISCAL YEAR 2024-2025

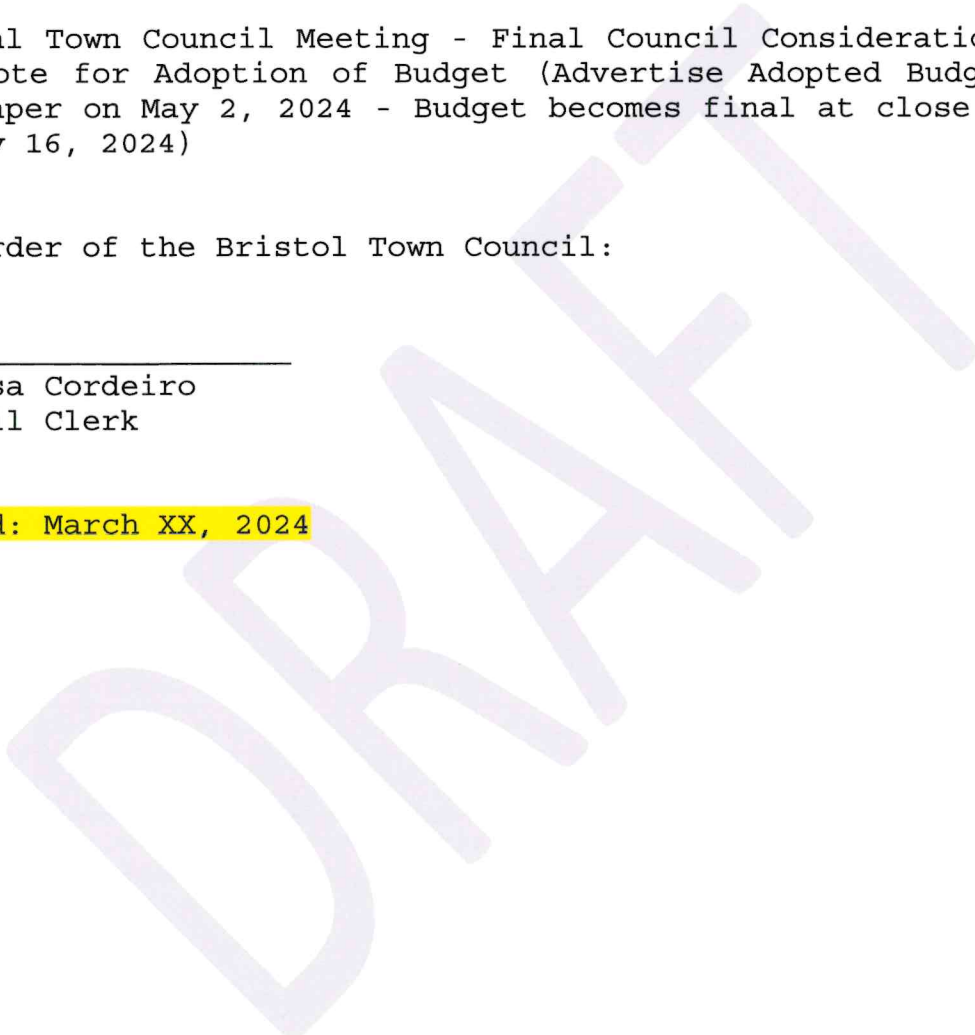
**MONDAY, April 29, 2024, at 7:00 PM
Town Hall - Council Chambers, 10 Court Street
*In-Person Only**

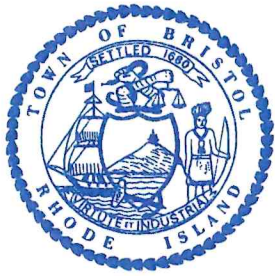
Special Town Council Meeting - Final Council Consideration of Budget and Vote for Adoption of Budget (Advertise Adopted Budget in local newspaper on May 2, 2024 - Budget becomes final at close of business on May 16, 2024)

Per Order of the Bristol Town Council:

Melissa Cordeiro
Council Clerk

Posted: March XX, 2024





TOWN CLERK'S OFFICE
Melissa Cordeiro, Town Clerk

10 Court Street
Bristol, Rhode Island 02809-2208
Tel. 401-253-7000
Fax 401-253-2647
Email: mcordeiro@bristolri.gov
www.bristolri.gov

M E M O R A N D U M

TO: Town Council
FROM: Melissa Cordeiro, Town Clerk
RE: Council Meeting Schedule Change
Date: February 14, 2024
XC: Town Administrator

Kindly note that the Council meeting date of June 19, 2024, has now been designated as an observed holiday. Consequently, the council may need to explore alternative dates for convening the meeting.

It's important to be aware that there are availability conflicts for the date of June 12th.



Town of Bristol, Rhode Island

Department of Community Development

10 Court Street
Bristol, RI 02809
bristolri.gov
401-253-7000

February 16, 2024

TO: Melissa Cordeiro, Town Clerk

FROM: Diane M. Williamson, Director

RE: **Subdivision and Development Review Regulations
Update per State Law**

TOWN CLERK'S OFFICE
 BRISTOL, RHODE ISLAND
 2024 FEB 16 PM 1:31

The Planning Board is reviewing updates to the Subdivision and Development Review Regulations to address the recent State Law amendments. While they are addressing State Law, they are also reviewing some of the Design and Construction Standards to update those as well, including the standards as they relate to required street tree planting.

Once the Board has completed their review, they will be adopting the revised, updated regulations.

However, as provided in the Regulations, prior to adopting, the Board must ask the Town Council for their advice and comments on the draft.

At the February 2024 meeting of the Planning Board, a motion was unanimously passed to forward the draft to the Town Council to ask for their advice and comments.

It is requested that this be on the February 28, 2024 Town Council agenda for the Council to review and to provide any advice and comments on the draft updated Regulations to the Planning Board.

Thank you.

Town of Bristol Rhode Island

Subdivision & Development Review Regulations



Adopted by the
Planning Board

September 27, 1995
Amended September 8, 2009
Amended May 9, 2017
Amended March 14, 2024

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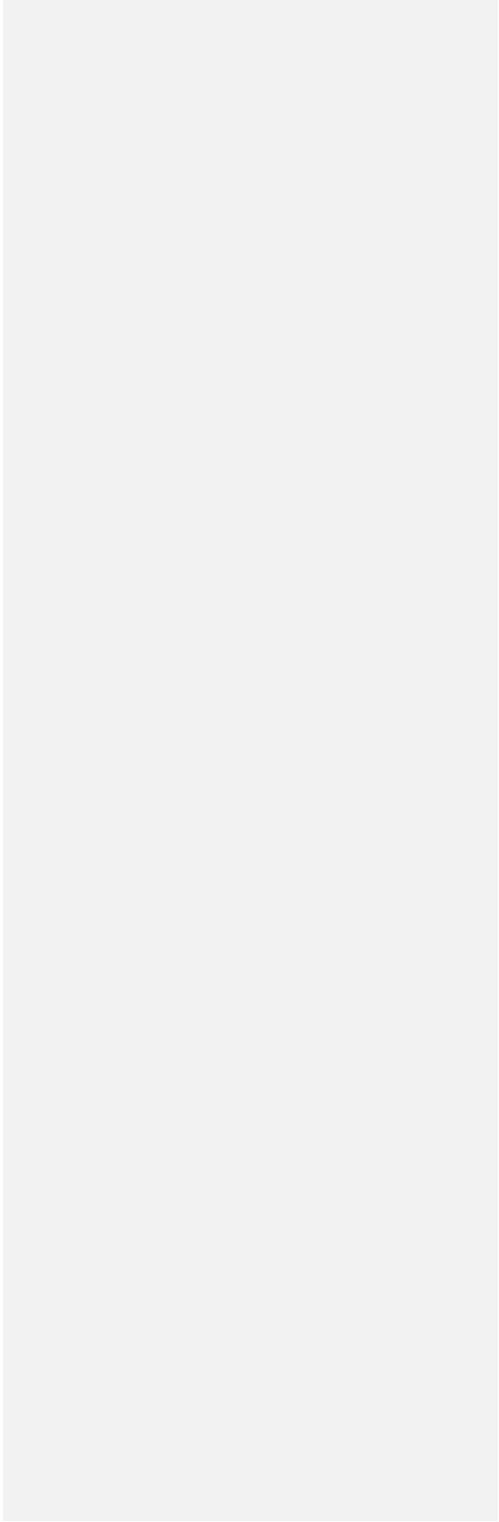
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ARTICLE 1

PURPOSES AND GENERAL STATEMENTS

1.1 GENERAL PURPOSES

In accordance with the Rhode Island General Law Section 45-23-30, the purpose of these Regulations is to establish procedural and substantive provisions for the subdivision and development of land that will, consistent with the provisions of the Comprehensive Community Plan and the Zoning Ordinance, accomplish the following purposes:

- A. Provide for the orderly, thorough and expeditious review and approval of land developments and subdivisions;
- B. Promote high quality and appropriate design and construction of subdivisions and land development projects;
- C. Promote the protection of the existing natural and built environment and the mitigation of all significant negative impacts of any proposed development on the existing environment;
- D. Promote subdivision and land development designs which are well-integrated into the surrounding neighborhoods with regard to natural and built features, and which concentrate development in areas which can best support intensive use because of natural characteristics and existing infrastructure;
- E. Encourage design and improvement standards to reflect the intent of the Bristol Comprehensive Plan with regard to the physical character of the various neighborhoods and planning areas of the Town;
- F. Promote thorough technical review of all proposed land developments and subdivisions by appropriate local officials;
- G. Encourage Town requirements for dedications of public land, impact mitigation, and payment-in-lieu thereof, to be based on clear documentation of needs and to be fairly applied and administered;
- H. Guide land development and subdivision review with an emphasis on siting improvements to allow for the maximum protection of critical landscapes and resources, as they relate to Bristol’s historic and cultural values;

- I. Continue the Town's historic policy of providing public access to the water; and,
- J. Encourage the establishment and consistent application of procedures for local record-keeping on all matters of land development and subdivision review, approval and construction.
- K. Promote sustainable development practices through the use of design standards that encourage and accommodate alternative transportation, pedestrians connectivity, and energy efficiency.

1.2 CONSISTENCY WITH THE COMPREHENSIVE PLAN, ZONING ORDINANCE AND STATE ENABLING

In the instance of uncertainty in the construction or application of any Section of these regulations, they shall be construed in a manner that will further the implementation of, and not be contrary to, the goals and policies and applicable elements of the Bristol Comprehensive Plan and of the Bristol Zoning Ordinance. Furthermore, these regulations shall be construed in a manner that is consistent with the legislative findings, intents, and purposes of Sections 45-23-25 through 45-23-74 of the Land Development and Subdivision Review Enabling Act of 1992, as amended.

ARTICLE 2

**APPLICABILITY OF REGULATIONS
AND CLASSIFICATION OF SUBDIVISIONS AND DEVELOPMENTS**

2.1 APPLICABILITY OF REGULATIONS - SUBDIVISION

These Development Review Regulations ("Regulations") shall apply to any adjustment, alteration or change of any existing lot line, and to the creation of any new lot lines, including, but not limited to, the following:

A. Adjustment of Existing Lot Line

Any adjustment to existing lot lines of a recorded lot by any means shall be considered a subdivision and subject to these Regulations, even if no new lot is created.

B. Division or Subdivision

The division or subdivision, of a lot, tract or parcel of land into two or more lots, tracts, or parcels shall be considered a subdivision and subject to these Regulations.

~~C. Re-subdivision~~

~~All re-subdivision activity shall be considered a subdivision and subject to these Regulations.~~

~~D. Financing~~

~~The division of land for purposes of financing or mortgaging shall be considered a subdivision and subject to these Regulations.~~

~~E.~~ **C. Leasing**

The division of land for purposes of leasing for a term of more than ten (10) years shall be considered a subdivision and subject to these regulations.

2.2 APPLICABILITY OF REGULATIONS - LAND DEVELOPMENT PROJECT AND DEVELOPMENT PLAN REVIEW

These regulations shall also apply to any Land Development Project ("LDP") or Development Plan Review ("DPR") set forth in the Zoning Ordinance. The term "Development Project" shall hereinafter be used to apply generally to both LDP's and DPR's. Development Projects shall include, but not be limited to, the following:

A. Land Development Projects (LDP)

The development of any Land Development Project (LDP), pursuant to Article VIII of the Bristol Zoning Ordinance shall be subject to these Regulations as a Major or Minor Land Development Review, as appropriate.

B. Development Plan Review (DPR)

Development Plan Review (DPR) shall be required for certain uses identified in Article V of the Bristol Zoning Ordinance, prior to development or expansion of such uses. There are two different DPR procedures. Technical Review Committee DPR shall be for those uses that are permitted as of right (i.e. that are classified with a "Y" in the Use Table of the Zoning Ordinance). Planning Board DPR shall be for those uses that require a variance or special use permit under the Zoning Ordinance. DPR shall be subject to these regulations as follows:

(1) Technical Review Committee DPR

The Development Plan Review of any development permitted by right in the zone in which it is located, and which does not require any waivers, shall be reviewed by the Technical Review Committee (TRC) pursuant to the procedures set forth for such review in Article 3 of these Regulations.

(2) Planning Board DPR

The Development Plan Review of any development requiring either a variance or a special use permit in the zone in which it is located, or requiring a waiver, shall be reviewed by the Planning Board pursuant to the procedures set forth in Article 4 of these Regulations for Minor Land Development Review.

(3) DPR with Subdivision or LDP - One Review

Any subdivision or LDP that is also subject to review under the DPR provisions of Article V of the Zoning Ordinance shall only have one combined review under the procedures for subdivision or LDP review, whichever may apply; ~~provided that the Planning Board shall make an affirmative finding of fact that the subdivision or LDP has met the intent and spirit of the requirements of DPR.~~

2.3 CLASSIFICATION OF SUBDIVISIONS

All subdivisions shall be classified according to criteria set forth below. ~~If any subdivision does not otherwise fit into a classification, it shall be considered a Major Subdivision.~~ The term "subdivision" shall hereinafter be used to apply generally to all three classes of subdivisions.

A. Administrative Subdivision

An Administrative Subdivision shall include only divisions, mergers, mergers and re-division and adjustment of existing lot lines, and only when no additional lots for development are created. A lot for development, as defined in Article 10, shall not include any lot which is to be donated to or acquired by the Town, the Rhode Island Department of Environmental Management, or any recognized conservation organization, provided that such lot shall be conveyed with appropriate access and deed restrictions forbidding any development thereon. In any case where the land is not conveyed to the Town, a restriction enforceable by the Town shall be recorded providing that the land shall be kept in the authorized condition(s) and not be built upon or developed for accessory uses such as parking or roadway.

B. Minor Subdivision

A Minor Subdivision shall include only ~~a subdivision creating nine (9) or fewer buildable lots~~ residential subdivision of land consisting of five (5) or fewer units or lots, provided that such subdivision does not require waivers or modifications as specified in these Regulations. Minor Subdivisions shall be further classified as follows:

(1) Minor Subdivision ~~-- Two to Five Lots On Existing Street~~ Zoning Relief Required

~~This shall include the division of land into not more than five lots, and where street creation or extension is NOT required. This classification of Minor Subdivision would include that which was, prior to September 27, 1995, considered to be a division of land with frontage along an existing street. No public hearing is required for this classification. Applications that require zoning relief that qualifies only as a modification as set forth in the Zoning Ordinance shall proceed by filing an application under this chapter and a request for a modification to the zoning enforcement officer. If such modification is granted, the application shall then proceed to be reviewed by the administrative officer as set forth in Article 4. If the modification is denied or an objection is received, such application shall proceed under unified development plan review pursuant to Section 8.13.~~

Applications that require relief from the Zoning Ordinance in the form of a variance or special-use permit, shall be reviewed by the planning board under unified development plan review pursuant Section 8.13, and a request for review shall accompany the preliminary plan application.

Any application involving a street creation or extension shall be reviewed by the planning board and require a public hearing.

(2) Minor Subdivision -- ~~Two to Five Lots With New Street~~ Street Creation or Extension

~~This shall include the division of land into not more than five lots, where street creation or extension is required. A public hearing is required for this classification. Any application involving a street creation or extension shall be reviewed by the planning board and require a public hearing.~~

(3) Minor Subdivision – Other Applications

The administrative officer shall review and grant, grant with conditions, or deny all other applications and may grant waivers of design standards as set forth in Sec. 4.2.

C. Major Subdivision

~~A Major Subdivision shall include any subdivision creating ten (10) or more buildable lots, not classified as either an Administrative Subdivision or a Minor Subdivision, including, but not limited to, a subdivision in which more than five lots are resultant, a subdivision requiring a waiver or modification of these regulations, or a subdivision with phasing.~~

ARTICLE 3

**APPLICATION PROCEDURES AND REQUIREMENTS,
ADMINISTRATIVE SUBDIVISIONS ~~AND~~
~~DEVELOPMENT PLAN REVIEW BY~~
~~TECHNICAL REVIEW COMMITTEE~~**

3.1 ADMINISTRATIVE SUBDIVISIONS

A. Submission Requirements

Any applicant requesting approval of a proposed Administrative Subdivision, as defined in these Regulations, shall submit to the Administrative Officer the items and plans as provided in Appendix B of these Regulations.

Any applicant requesting Development Plan Review approval by the TRC shall submit to the Administrative Officer the items and plans as provided in Appendix E of these Regulations.

B. Required Design and Construction Standards

Any proposed Administrative Subdivision shall meet the design and construction requirements as provided in Appendix F of these Regulations.

C. Certification

The application shall be certified in writing as complete or incomplete by the Administrative Officer within a fifteen (15) day period from the date of its submission. In the event such certification of the application is not made within the time specified, the application shall be deemed complete for purposes of commencing the review period.

D. Review Process

(1) Administrative Officer

Within fifteen (15) days of certification of completeness, the Administrative Officer shall review the application and approve, deny or refer it to the Planning Board with recommendations. The Administrative Officer shall report all actions to the Planning Board at its next regular meeting, to be made part of the record.

(a) Approval in Writing

Any approval of an administrative subdivision shall be evidenced by a written decision which shall be filed and posted in the office of the Town Clerk.

(b) No Action

If no action is taken by the Administrative Officer within the fifteen (15) days, the application shall be deemed to be referred to the Planning Board and placed on the agenda of the next regular Planning Board meeting.

(c) Denial

Denial of an application by the Administrative Officer shall not be appealable and shall require the plan to be submitted as a Minor Subdivision application.

E. Review By Planning Board

If referred to the Planning Board, either by the Administrative Officer or by default, the Board shall consider the application and the recommendations of the Administrative Officer, if any, and shall either approve, approve with conditions, or deny the application within sixty-five (65) days of certification of completeness. Denial of an Administrative Subdivision by the Planning Board shall be an appealable action.

F. Failure To Act

Failure of the Planning Board to act within the period prescribed shall constitute approval of the Administrative Subdivision plan and a certificate of the Administrative Officer as to the failure of the Planning Board or Administrative Officer to act within the required time and the resulting approval shall be issued on request of the applicant.

G. Expiration of Approval

Approval of an Administrative Subdivision shall expire ninety (90) days from the date of approval unless within such period a plat in conformity with such approval is submitted for signature and recording as specified in Section 8.8.

~~3.2 DEVELOPMENT PLAN REVIEW BY TECHNICAL REVIEW COMMITTEE~~

~~When Development Plan Review ("DPR"), as set forth in Article V of the Bristol Zoning Ordinance, requires the review to be conducted by the Technical Review Committee ("TRC") [See Section 7.4.], such review shall be conducted pursuant to the procedures and time periods set forth below.~~

~~**A. Failure to Act**~~

~~The time periods specified herein are maximum time periods only and are not meant to indicate the time expected to be taken by the average application. These time periods may be extended by mutual consent between either the TRC or the Board and the applicant. However, failure of either the TRC or the Planning Board to act within the periods prescribed herein shall constitute approval of the Development Plan and a certificate of the Administrative Officer as to the failure of the Planning Board or TRC to act within the required time and the resulting approval shall be issued on request of the applicant.~~

~~**B. Pre-application Meeting Required**~~

~~Any applicant requiring DPR shall first meet with the Administrative Officer in order to review the procedure and required application materials.~~

~~**C. Required Submissions and Design Guidelines**~~

~~Any applicant requesting DPR approval shall submit to the Administrative Officer the items and plans as provided in Appendix E of these Regulations. Any proposed DPR shall meet the design and construction requirements as provided in Appendix F of these Regulations.~~

~~**D. Certification**~~

~~The application shall be certified in writing as complete or incomplete by the Administrative Officer within a fifteen (15) day period from the date of its submission. Failure to provide required materials shall cause an application to be certified incomplete. In the event such certification of the application is not made by the Administrative Officer within the time specified, the application shall be deemed complete for purposes of commencing the review period.~~

~~**E. Review by TRC**~~

~~Within forty five (45) days of certification of completeness, the TRC shall review the application and either approve it, deny it, or refer it to the Planning Board with a written finding setting forth special conditions which exist and which require that the Planning Board review the application. If approved or denied, the Administrative Officer shall~~

~~report in writing the actions of the TRC to the Planning Board at its next regular meeting, to be made part of the record.~~

F. — Review by Planning Board

~~If referred to the Planning Board by the TRC, the Board shall consider the application, and shall either approve, approve with conditions, or deny the application within a maximum of ninety (90) days of the date of certification of completeness by the Administrative Officer.~~

G. — Expiration of Approval

~~Approval of a Development Plan shall expire ninety (90) days from the date of approval unless within such period an application for a building permit or certificate of occupancy is applied for and diligently pursued. Denial of such building permit or certificate of occupancy on grounds unrelated to the DPR shall not effect the validity of the DPR approval, provided that a building permit or certificate of occupancy is eventually issued no later than one hundred and eighty (180) days from the date of DPR approval.~~

H. — Scope of Review

~~The decision by the TRC shall be binding upon the permitting authority, being that officer responsible to issue the building permit or certificate of occupancy. Such decision shall be in writing and shall comply with all requirements of these Regulations, including those for filing of records and decisions. The permitting authority may not issue a permit contrary to the decision of the TRC, but such decision may be considered an appealable decision, appealable to the Zoning Board of Review, pursuant to the procedures set forth for the review of a decision of the Planning Board.~~

I. — Specific and Objective Guidelines for Review

~~The guidelines for review are set forth in Appendices E and F of these Regulations.~~

ARTICLE 4

**APPLICATION PROCEDURES AND REQUIREMENTS,
MINOR SUBDIVISIONS ~~AND DEVELOPMENT PLAN REVIEW~~
BY PLANNING BOARD**

4.1.1 Minor land development and minor subdivision review.

Minor plan review consists of two (2) stages, preliminary and final; provided, that unless otherwise set forth in this section, if a street creation or extension is involved, or a request for variances and/or special-use permits are submitted pursuant to a unified development application, a public hearing is required by the planning board.

4.2. Application types.

- 1. Applications requesting relief from the zoning ordinance.
 - i. Applications under this section which require relief which qualifies only as a modification shall proceed by filing an application under this chapter and a request for a modification to the zoning enforcement officer. If such modification is granted the application shall then proceed to be reviewed by the administrative officer pursuant to the applicable requirements of this section. If the modification is denied or an objection is received, such application shall proceed under unified development plan review.
 - ii. Applications under this section which require relief from the literal provisions of the zoning ordinance in the form of a variance or special use permit, shall be reviewed by the planning board under unified development plan review, and a request for review shall accompany the preliminary plan application.
 - iii. Any application involving a street creation or extension shall be reviewed by the planning board and require a public hearing.
- 2. Other applications. The administrative officer shall review and grant, grant with conditions or deny all other applications under this section and may grant waivers of design standards as set forth in the local regulations and zoning ordinance. The administrative officer may utilize the technical review committee for initial review and recommendation. The administrative officer may grant waivers of any design standards except the following: design standards set forth in F.1.C.2, Land unsuitable for development; F.1.I, Drainage; L., Erosion and sediment control; Surface and subsurface storm drainage structures and facilities construction standards; Appendix G, Part III-3.I, Building mass & scale.

- b. Submission requirements. Any applicant requesting approval of a proposed minor subdivision or minor land development, as defined in this chapter, shall submit to the administrative officer the items required by the applicable checklist.
- c. Certification. For each applicable stage of review, the application shall be certified, in writing, complete or incomplete by the administrative officer within twenty-five (25) days of the submission so long as a completed checklist of the requirements for submission are provided as part of the submission. If no street creation or extension is required, and/or unified development review is not requested, and a completed checklist of the requirements for submission are provided as part of the submission, such application shall be certified, in writing, complete or incomplete by the administrative officer within fifteen (15) days. The running of the time period set forth in this section will be deemed stopped upon the issuance of a certificate of incompleteness of the application by the administrative officer and will recommence upon the resubmission of a corrected application by the applicant. However, in no event will the administrative officer be required to certify a corrected submission as complete or incomplete less than ten (10) days after its resubmission.
- d. Decision on preliminary plan. If no street creation or extension or unified development review is required, the administrative officer will approve, deny, or approve with conditions, the preliminary plan within sixty-five (65) days of certification of completeness, or within any further time that is agreed to by the applicant and the board. If a street extension or creation is required, and/or the application is reviewed under the unified development plan review, the planning board will hold a public hearing prior to approval according to the requirements in Section 8.5 and will approve, deny, or approve with conditions, the preliminary plan within ninety-five (95) days of certification of completeness, or within any specified time that is agreed to by the applicant and the board, according to the requirements of §§ 45-23-60 and 45-23-63].
- a. Failure to act. Failure of the planning board or administrative officer to act within the period prescribed constitutes approval of the preliminary plan and a certificate of the administrative officer as to the failure to act within the required time and the resulting approval will be issued on request of the applicant.
- b. Re-assignment to major review. The planning board may re-assign a proposed minor project to major review only when the planning board is unable to make the positive findings required in by § 45-23-60].
- c. Final plan. Final plans shall be reviewed and approved by the administrative officer. The officer will report their actions, in writing to the planning board at its next regular meeting, to be made part of the record. The administrative officer shall approve, deny, approve with conditions, or refer the application to the planning

board based upon a finding that there is a major change within twenty-five (25) days of the certificate of completeness.

d. Modifications and changes to plans.

Minor changes to the plans approved at any stage may be approved administratively, by the administrative officer. The changes may be authorized without additional public hearings, at the discretion of the administrative officer. All changes shall be made part of the permanent record of the project application. This provision does not prohibit the administrative officer from requesting recommendation from either the technical review committee or the permitting authority. Denial of the proposed change(s) shall be referred to the applicable permitting authority for review as a major change. Minor changes are defined by Section 8.9.D of these Regulations.

Major changes to the plans approved at any stage may be approved only by the applicable permitting authority and must follow the same review and hearing process required for approval of preliminary plans, which shall include a public hearing if originally required as part of the application. Major changes are defined by Section 8.9.C of these Regulations.

The administrative officer shall notify the applicant in writing within fourteen (14) days of submission of the final plan application if the administrative officer determines the change to be a major change.

- a. Appeal. Decisions under this section shall be considered an appealable decision pursuant to § 45-23-71.
- b. Expiration of approvals. Approvals of a minor land-development or subdivision plan expires one year from the date of approval unless, within that period, a plat or plan, in conformity with approval, and as defined in this act, is submitted for signature and recording as specified in § 45-23-64. Validity may be extended for a longer period, for cause shown, if requested by the application in writing, and approved by the planning board.

ARTICLE 4.1

APPLICATION PROCEDURES AND REQUIREMENTS, DEVELOPMENT PLAN REVIEW

Development Plan Review ("DPR"), as set forth in Article VI of the Bristol Zoning Ordinance, shall be conducted pursuant to the procedures and time periods set forth below. The permitting authority for development plan review shall be the Planning Board. Development plan review consists of two review processes, administrative and formal.

1. Administrative development plan review consists of one stage of review and the authorized permitting authority is the Planning Board. Residential uses that require development plan review shall be reviewed under this framework. The administrative officer may refer these applications to the Technical Review Committee.
2. Formal development plan review consists of the preliminary stage and final stage of review. The authorized permitting authority is the Planning Board. Non-residential uses that require development plan review shall be reviewed under this framework. The TRC shall review all such applications on an advisory basis, prior to review by the Planning Board.
3. The administrative officer may combine the stages of review for formal development plan review, providing that the submission requirements of both stages of review are met by the applicant to the satisfaction of the administrative officer.

Waivers

- a. Requirements for development plan approval may be waived where there is a change in use or occupancy and no extensive construction of improvements is sought. The waiver may be granted only by a decision by the Planning Board, finding that the use will not affect existing drainage, circulation, relationship of buildings to each other, landscaping, buffering, lighting and other considerations of development plan approval, and that the existing facilities do not require upgraded or additional site improvements.
- b. The application for a waiver of development plan approval review shall include documentation on prior use of the site, the proposed use, and its impact.
- c. The Planning Board may grant waivers of any design standards except the following: design standards set forth in F.1.C.2, Land unsuitable for development; F.1.1, Drainage; L., Erosion and sediment control; Surface and subsurface storm drainage structures and facilities construction standards; Appendix G, Part III-3.1, Building mass & scale.

Applications requesting relief from the zoning ordinance.

1. Applications under this article which require relief which qualifies only as a modification shall proceed by filing an application and a request for a modification to the zoning enforcement officer. If such modification is granted the application shall then proceed to be reviewed by the Planning Board. If the modification is denied or an objection is received as set forth in Sec. 28-152, such application shall proceed under unified development review and be reviewed by the Planning Board.
2. Applications under this section which require relief from the literal provisions of the zoning ordinance in the form of a variance or special use permit, shall be reviewed by the Planning Board under unified development review, and a request for review shall accompany the preliminary plan application.

Submission requirements.

- a. Any applicant requesting approval of a proposed development under this chapter, shall submit to the administrative officer the items required by the applicable checklist.
- b. Requests for relief from the literal requirements of the zoning ordinance and/or for the issuance of special-use permits or use variances related to projects qualifying for development plan review shall be submitted and reviewed under unified development review.

Certification.

- a. The application shall be certified, in writing, complete or incomplete by the administrative officer within twenty-five (25) days. If no street creation or extension is required, and/or unified development review is not required, the application shall be certified complete or incomplete by the administrative officer within fifteen (15) days.
- b. The running of the time period set forth in this section will be deemed stopped upon the issuance of a written certificate of incompleteness of the application by the administrative officer and will recommence upon the resubmission of a corrected application by the applicant. However, in no event will the administrative officer be required to certify a corrected submission as complete or incomplete less than ten (10) days after its resubmission.
- c. If the administrative officer certifies the application as incomplete, the officer shall set forth in writing with specificity the missing or incomplete items.

Application review and decision.

- a. Administrative development plan review. An application shall be approved, denied, or approved with conditions within twenty-five (25) days of the certificate of completeness or within any further time that is agreed to in writing by the applicant and Planning Board.

- b. Formal development plan review.

1. The Technical Review Committee shall review applications subject to formal development plan review and provide an advisory recommendation to the Planning Board.
 2. Preliminary plan. Unless the application is reviewed under unified development review, the Planning Board will approve, deny, or approve with conditions, the preliminary plan within sixty-five (65) days of certification of completeness, or within any further time that is agreed to by the applicant and the permitting authority.
 3. Final Plan. For formal development plan approval, the permitting authority shall delegate final plan review and approval to the administrative officer. The officer will report its actions in writing to the Planning Board at its next regular meeting, to be made part of the record. Final plan shall be approved or denied within forty-five (45) days after the certification of completeness, or within a further amount of time that may be consented to by the applicant, in writing.
- c. Failure to act. Failure of the permitting authority to act within the period prescribed constitutes approval of the preliminary plan and a certificate of the administrative officer as to the failure to act within the required time and the resulting approval shall be issued on request of the application.
- d. Vested rights. Approval of development plan review shall expire two (2) years from the date of approval unless, within that period, a plat or plan, in conformity with approval, and as defined in this act, is submitted for signature and recording. Validity may be extended for an additional period upon application to the administrative officer or permitting authority, whichever entity approved the application, upon a showing of good cause.
- e. Modifications and changes to plans.
1. Minor changes to the plans approved at any stage may be approved administratively, by the administrative officer, whereupon final plan approval may be issued. The changes may be authorized without an additional planning board meeting, at the discretion of the administrative officer. All changes shall be made part of the permanent record of the project application. This provision does not prohibit the administrative officer from requesting recommendation from either the technical review committee or the Planning Board. A minor change shall be hereby defined as any change that does not substantially impact the proposed development plan or any of the neighboring properties and that meets all of the following criteria:
 - (1) There is no increase in the number of lots or dwelling units.
 - (2) There is no change to any dimension of the plan, including building envelopes, exceeding twenty five percent (25%).
 - (3) There is no change to the type of street or driveway.

(4) There is no change required to any public infrastructure.

2. Denial of the proposed change(s) shall be referred to the Planning Board for review as a major change.

3. Major changes to the plans approved at any stage may be approved only by the permitting authority and must follow the same review and hearing process required for approval of preliminary plans, which shall include a public hearing. A major change shall hereby be defined as any change that does not qualify as a minor change as described herein.

4. The administrative officer shall notify the applicant in writing within fourteen (14) days of submission of the final plan application if the administrative officer determines that there has been a major change to the approved plans.

f. Appeal. A decision under this section shall be considered an appealable decision.

Design Standards.

Standards for design of development for applications subject to development plan review are provided in Appendix F of these regulations.

4.1 — SUBMISSION REQUIREMENTS

~~A. Required Items Checklist and Plans~~

~~Any applicant requesting approval of a proposed Minor Subdivision or Minor Land Development Project, as defined in these Regulations, shall submit to the Administrative Officer the items as provided in Appendix C of these Regulations.~~

~~Any applicant requesting Development Plan Review approval by the Planning Board shall submit to the Administrative Officer the items and plans as provided in Appendix E of these Regulations.~~

~~B. Required Design and Construction Standards~~

~~Any proposed Minor Subdivision and Development Review shall meet the design and construction requirements as provided in Appendix F of these Regulations.~~

4.2 — CERTIFICATION

Amended Feb 8, 2024

~~The application shall be certified in writing as complete or incomplete by the Administrative Officer within twenty five (25) days from the date of its submission, or within fifteen (15) days if no street creation or extension is required. In the event such certification of the application is not made within the time specified, the application shall be deemed complete for purposes of commencing the review period. The running of the time period set forth herein shall be deemed stopped upon the issuance of a certificate of incompleteness of the application by the Administrative Officer and shall recommence upon the resubmission of a corrected application by the applicant. However, in no event shall the Administrative Officer be required to certify a corrected submission as complete or incomplete less than fourteen (14) days after its resubmission.~~

~~4.3 — TECHNICAL REVIEW COMMITTEE~~

~~The Technical Review Committee ("TRC"), as set forth in Section 7.4, shall review the application, may call upon other Town or State officials for assistance, and shall comment and make recommendations to the planning board.~~

~~A. Approval by TRC~~

~~If the development project or subdivision plan is approved by a majority of the TRC members, the application shall be forwarded to the Planning Board with a recommendation for preliminary plan approval without further review.~~

~~B. Disapproval by TRC~~

~~If the plan is not approved by a majority vote of all of the TRC members, the minor development project or subdivision application shall be referred to the Planning Board, together with the advisory recommendation of the TRC.~~

4.4 REVIEW PROCESS**A. Stages**

~~Review shall consist of two stages, preliminary and final, provided, that if a street creation or extension is involved, a public hearing is required. The Planning Board may combine the approval stages, provided that requirements for both stages have been met by the applicant to the satisfaction of the Planning Board.~~

~~(1) Preliminary Plan~~

~~If no street creation or extension is required, the Planning Board shall approve, deny, or approve with conditions, the preliminary plan within sixty five (65) days of certification of completeness or within such further time as is agreed to by the applicant and the Board.~~

~~(2) Public Hearing~~

~~If a street extension or creation is required, the Planning Board shall hold a public hearing prior to approval, according to the requirements in Section 8.5B, and shall approve, deny, or approve with conditions, the preliminary plan within ninety five (95) days of certification of completeness or within such further time as is agreed to by the applicant and the Board.~~

~~(3) Expiration of Approval – Vesting~~

~~The approved preliminary plan shall be valid and vested for a period of one (1) year and vesting may be extended for a longer period, although not for more than one (1) year at a time, for good cause shown. Any extension shall be requested in writing by the applicant pursuant to Section 8.7. The vesting for the preliminary plan approval shall include all general and specific conditions as shown on the approved preliminary plan drawings and supporting material.~~

~~(4) Final Plan~~

~~The Final Plan shall meet all of the requirements provided in Appendix C of these Regulations. Final plan review and approval shall be conducted by the Administrative Officer, who shall then report all actions to the Planning Board at its next regular meeting, to be made part of the record. In the event that the Administrative Officer determines that all of the requirements for final plan approval have not been met, then the Administrative Officer shall refer the final plan to the Planning Board for Final Plan Review, with any deficiencies specified in writing.~~

~~B. Re-assignment to Major Subdivision and Development Review~~

~~If the Planning Board is unable to make the positive findings required by Section 8.6, or if the Planning Board determines that a waiver or modification of these Regulations is necessary, it may, in lieu of denial, re-assign a proposed Minor Subdivision and Development Review to Major Subdivision and Development Review.~~

~~C. Failure To Act~~

~~Failure of the Planning Board to act within the period prescribed shall constitute approval of the preliminary plan and a certificate of the Administrative Officer as to the failure of the Planning Board to act within the required time and the resulting approval shall be issued on request of the applicant.~~

4.5 — EXPIRATION OF APPROVAL

~~Approval of a Minor Subdivision and Development Review Plan shall expire ninety (90) days from the date of final approval unless within such period a plat or plan, in conformity with such approval, and as defined in this act, is submitted for signature and recording as specified in Section 8.8. Validity may be extended for a longer period, but not for more than one year at a time, for good cause shown, if requested by the applicant in writing, and approved by the Planning Board pursuant to Section 8.7.~~

ARTICLE 5

**APPLICATION PROCEDURES AND REQUIREMENTS,
MAJOR LAND DEVELOPMENT PROJECTS
AND MAJOR SUBDIVISIONS**

5.1 REVIEW STAGES

~~Major land development and major subdivision plan review shall be required of all applications for major land development and major subdivision approval subject to these Regulations, unless classified as an administrative subdivision or as a minor land development or minor subdivision. Major land development and major subdivision plan review shall consist of four (4) stages of review: (1) pre application, (2) master plan, (3) preliminary plan and (4) final plan. The Planning Board may vote to combine review stages and to modify and/or waive requirements. Review stages may be combined only after the Planning Board determines that all necessary requirements have been met by the applicant. The Planning Board is required to hold at least one public informational meeting at the master plan stage and one public hearing at the preliminary plan stage, unless these two stages are combined such that the public information meeting and the public hearing may be combined as well into one public hearing.~~

5.2 PRE APPLICATION

~~Any applicant requesting approval of a proposed major land development or major subdivision, as defined in these Regulations, shall first contact the Administrative Officer and follow the procedure and criteria provided below:~~

A. Meetings

~~One or more pre application meetings shall be held with the Department staff for all major land development and major subdivision applications. Pre application meetings shall allow the applicant to meet with Department staff for advice as to the required steps in the subdivision approval process. Where appropriate, other Town officials, boards and/or commissions, may be notified of the pre application meetings and invited to provide comments on the proposed major land development or major subdivision plan.~~

B. Purpose

~~The applicant shall submit all of the information as provided in Appendix A of these Regulations. The Administrative Officer will review and comment on the checklist information and, if determined to be complete, will schedule a meeting with the Technical Review Committee. At the pre application meeting, the applicant may request the Department and Technical Review Committee for an informal concept plan review for a development. The purpose of the concept plan review is to provide the applicant with staff and Technical Review Committee input in the formative stages of major land development and major subdivision concept design. Pre application meetings shall aim to encourage information sharing and discussion of project concepts among the participants. Pre application meetings should include a~~

~~review of the physical character of the land and any environmental or physical constraints to development. Meetings should include a discussion regarding what form of land development may be appropriate to meet the goals and policies of the Comprehensive Plan with regard to preserving the character of the land, the natural environment and the ability of the Town to provide essential services.~~

~~C. No Formal Action~~

~~A Pre-application discussion shall be intended for the guidance of the applicant and shall not be considered approval or denial of a project or of any of its elements. No formal action need be taken at the pre-application meeting. At the conclusion of the pre-application meeting(s) the applicant may proceed to prepare and file a master plan as required in Section 5.3.~~

~~5.3 MASTER PLAN~~

~~Any applicant requesting approval of a proposed major land development or major subdivision, as defined in these Regulations, shall first submit to the Administrative Officer the plans and supporting materials as provided in Appendix D of these Regulations.~~

~~A. Purpose~~

~~The purpose of master plan review is to provide the applicant with the opportunity to present an overall plan for a proposed project site outlining general, rather than detailed, development intentions. The master plan describes the basic parameters of a major development proposal, rather than giving full engineering details.~~

~~B. Required Elements~~

~~Requirements for the master plan and supporting material for this phase of review shall include, but not be limited to: information on the natural and built features of the surrounding neighborhood, existing natural and man-made conditions of the development site, including topographic features, the freshwater wetland and coastal zone boundaries, the floodplains, as well as the proposed design concept, proposed public improvements and dedications, tentative construction phasing, a general stormwater management strategy including low impact development (LID) site planning and stormwater concept designs, and potential neighborhood impacts, as provided in Appendix D of these Regulations.~~

~~C. Required Design and Construction Standards~~

~~Any proposed major subdivision or major land development shall meet the design and construction requirements as provided in Appendix F of these Regulations.~~

~~D. Comments~~

~~Initial comments shall be solicited from (a) Town Departments and commissions including, but not limited to, the Departments of Public Works, Recreation, Sewer, Fire and Police, Conservation Commission and the Bristol County Water Authority; (b) adjacent communities; (c) state agencies, as appropriate, including the Departments of Environmental Management and Transportation, and the Coastal Resources Management Council; and (d) federal agencies, as appropriate. The Administrative Officer shall coordinate review and comments by local officials, adjacent communities, and state and federal agencies.~~

~~E. Certification of Master Plan Application~~

~~The application shall be certified in writing complete or incomplete by the Administrative Officer within sixty (60) days of its receipt, or it shall be deemed to be complete at the end of such period. The running of this time period shall be deemed stopped upon the issuance of a certificate of incompleteness of the application by the Administrative Officer and shall recommence upon the resubmission of a corrected application by the applicant. However, in no event shall the Administrative Officer be required to certify a corrected submission as complete or incomplete less than fourteen (14) days after its resubmission.~~

~~F. Review Procedure~~

~~(1) Technical Review Committee – Review and Comment~~

~~The Technical Review Committee shall review the master plan and shall comment and make recommendations to the Planning Board.~~

~~(2) Planning Board – Public Informational Meeting~~

~~The Planning Board shall hold a public informational meeting prior to its decision on the master plan, unless the master plan and preliminary plan approvals are being combined, in which case the public informational meeting may be combined with the public hearing, based on Planning Board determination. In such case, review stages may be combined only after the Planning Board determines that all necessary requirements for all stages so combined have been met by the applicant.~~

~~(3) Public Informational Meeting – Purpose~~

~~At the public informational meeting the applicant, or the applicant's representative(s), shall present the proposed development project for the benefit of the Planning Board and the public. The Planning Board shall allow oral and written comments from the general public. All public comments shall be made part of the public record of the project application.~~

~~G. Decision~~

~~The Planning Board shall, within one hundred and twenty (120) days of certification of completeness of the master plan application, or within such further time as may be consented to~~

~~by the applicant, approve the master plan as submitted, approve with changes and/or conditions, or deny the application.~~

~~**H. Failure to Act**~~

~~Failure of the Planning Board to act within the period prescribed shall constitute approval of the master plan and a certificate of the Administrative Officer as to the failure of the Planning Board to act within the required time and the resulting approval shall be issued on request of the applicant.~~

~~**I. Expiration of Master Plan Approval**~~

~~The approved master plan shall be valid for a period of one (1) year, with a one (1) year automatic extension upon written request by the applicant, who must appear before the Board for the annual review. Approval may be extended for a longer period, but for no more than one (1) year at a time, for good cause shown, if requested by the applicant in writing, and approved by the Board in accordance with Section 8.7.~~

~~**J. Vesting**~~

~~Master plan vesting shall include the zoning requirements, conceptual layout and all conditions shown on the approved master plan drawings and supporting materials.~~

~~**5.4 PRELIMINARY PLAN**~~

~~Any applicant requesting approval of a proposed major land development or major subdivision, as defined in these Regulations, shall first submit to the Administrative Officer an application, including the plans, supporting materials, and all permits required from any state or federal agency, as provided in Appendix D of these Regulations.~~

~~**A. Comments**~~

~~Final written comments and/or approvals shall be solicited from (a) Town Departments and commissions including, but not limited to, the Departments of Public Works, Recreation, Sewer, Fire and Police, Conservation Commission and the Bristol County Water Authority; (b) adjacent communities; (c) state agencies, as appropriate, including the Departments of Environmental Management and Transportation, and the Coastal Resources Management Council (CRMC); and (d) federal agencies, as appropriate. The Administrative Officer shall coordinate review and comments by local officials, adjacent communities, and state and federal agencies. If CRMC approval has not been received, it may be a condition of preliminary approval.~~

~~**B. Certification of Preliminary Plan Application**~~

~~The application shall be certified in writing complete or incomplete by the Administrative Officer within sixty (60) days of its receipt, or it shall be deemed to be complete at the end of~~

~~such period. The running of this time period shall be deemed stopped upon the issuance of a certificate of incompleteness of the application by the administrative officer and shall recommence upon the resubmission of a corrected application by the applicant. However, in no event shall the Administrative Officer be required to certify a corrected submission as complete or incomplete less than fourteen (14) days after its resubmission.~~

~~C. Technical Review Committee—Review and Comment~~

~~The Technical Review Committee shall review the preliminary plan and shall comment and make recommendations to the Planning Board.~~

~~D. Public Hearing and Notice Requirements~~

~~The Planning Board shall hold a public hearing prior to its decision on the preliminary plan, in accordance with Article 8.~~

~~E. Public Improvement Guarantees~~

~~Proposed arrangements for completion of the required public improvements, including construction schedule and/or financial guarantees shall be reviewed and approved by the Planning Board at the time of preliminary plan approval, in accordance with Article 6.~~

~~F. Decision~~

~~The Planning Board shall, within one hundred and twenty (120) days of certification of completeness of the preliminary plan application, or within such further time as may be consented to by the applicant, approve the preliminary plan as submitted, approve with changes and/or conditions, or deny the application.~~

~~G. Failure to Act~~

~~Failure of the Planning Board to act within the period prescribed shall constitute approval of the preliminary plan. A certificate of the Administrative Officer as to the failure of the Planning Board to act within the required time and the resulting approval shall be issued on request of the applicant.~~

~~H. Expiration of Preliminary Approval—Vesting~~

~~The approved preliminary plan shall be vested for a period of one (1) year and vesting may be extended for a longer period for good cause shown, if requested in writing by the applicant and approved by the Planning Board. The vesting for the preliminary plan approval shall include all general and specific conditions as shown on the approved preliminary plan drawings and supporting materials.~~

5.5 FINAL PLAN

Any applicant requesting final approval of a proposed major land development and major subdivision, as defined in these Regulations, shall first submit to the Administrative Officer the plans and supporting materials as provided in Appendix D of these Regulations, in addition to any material required by the Planning Board when the application was given preliminary approval.

A. Certification of Final Plan

The application for final plan approval shall be certified in writing complete or incomplete by the Administrative Officer within twenty five (25) days of its receipt, or it shall be deemed to be complete at the end of such period. This time period may be extended to forty five (45) days by written notice from the Administrative Officer to the applicant where the final plans contain changes to or elements not included in the preliminary plan approval. The running of the time period set forth herein shall be deemed stopped upon the issuance of a certificate of incompleteness of the application by the applicant by the Administrative Officer and shall recommence upon the resubmission of a corrected application by the applicant. However, in no event shall the Administrative Officer be required to certify a corrected submission as complete or incomplete less than fourteen (14) days after its submission.

B. Approval by Administrative Officer or Planning Board

If the Administrative Officer determines that the application complies with the conditions and requirements set forth by the Planning Board in its approval of the preliminary plan and by other provisions of these Regulations, the Administrative Officer shall approve the final plan. If the Administrative Officer determines that the application does not meet the requirements, then the Administrative Officer shall refer the final plan to the Planning Board. The Planning Board shall, within forty five (45) days after the issuance of the Certificate of Completeness of the application for final plan approval by the Administrative Officer, or within such further time as may be consented to by the applicant, approve or deny the final plan as submitted.

C. Failure to Act

Failure of the Planning Board to act within the forty five (45) day period prescribed shall constitute approval of the final plan. A certificate of the Administrative Officer as to the failure of the Planning Board to act within the required time and the resulting approval shall be issued on request of the applicant.

D. Expiration of Final Approval and Recording

The final plan of a major subdivision shall expire one (1) year from the date of approval by the Planning Board unless, within that period, the plat or plan shall have been submitted for signature and recording as specified in Article 8. The Planning Board may, for good cause shown, extend the period for recording for an additional period, if requested by the applicant in writing.

F. Validity of Recorded Plans

~~The approved final plan, once recorded, shall remain valid as the approved plan for the site unless and until an amendment to the plan is approved under the procedure forth in Section 8.9, or a new plan is approved by the Planning Board.~~

5.1 g Board-Major land development and major subdivision review.

A. Stages of review. Major land development and major subdivision review consists of three stages of review, master plan, preliminary plan and final plan, following the pre-application meeting(s). Also required is a public hearing at the master plan stage of review or, if combined at the first stage of review.

B. The administrative officer may combine review stages and to modify, but only the Planning Board may waive submission requirements pursuant to § 45-23-62. Review stages may be combined only after the administrative officer determines that all necessary requirements have been met by the applicant or that the Planning Board has waived any submission requirements not included by the applicant.

C. Master plan review.**1. Submission requirements.**

- i. The applicant shall first submit to the administrative officer the items required by the checklist for master plans.
- ii. Requirements for the master plan and supporting material for this phase of review include, but are not limited to: information on the natural and built features of the surrounding neighborhood, existing natural and man-made conditions of the development site, including topographic features, the freshwater wetland and coastal zone boundaries, the floodplains, as well as the proposed design concept, proposed public improvements and dedications, tentative construction phasing; and potential neighborhood impacts, as required by the checklist.

iii. Initial comments will be solicited from:

1. Local agencies including, but not limited to, the planning department, the department of public works, fire and police departments, the conservation and recreation commissions;
2. Adjacent communities;
3. State agencies, as appropriate, including the departments of environmental management and transportation and the coastal resources management council; and
4. Federal agencies, as appropriate. The administrative officer shall coordinate review and comments by local officials, adjacent communities, and state and federal agencies.

iv. Applications requesting relief from the zoning ordinance.

1. Applications under this chapter which require relief which qualifies only as a modification as set forth in the Zoning Ordinance shall proceed by filing a master plan application under this section and a request for a modification to the zoning enforcement officer. If such modification is granted, the application shall then proceed to be reviewed by the planning board pursuant to the applicable requirements of this section. If the modification is denied or an objection is received, such application shall proceed under unified development plan review pursuant to Sec. 8.13.
2. Applications under this section which require relief from the literal provisions of the zoning ordinance in the form of a variance or special use permit, shall be reviewed by the Planning Board under unified development plan review pursuant to Sec. 8.13.
2. Certification. The application must be certified, in writing, complete or incomplete by the administrative officer within twenty-five (25) days of the submission, so long as a completed checklist of requirements are provided with the submission. The running of the time period set forth herein will be deemed stopped upon the issuance of a certificate of incompleteness of the application by the administrative officer and will recommence upon the resubmission of a corrected application by the applicant. However, in no event will the administrative officer be required to certify a corrected submission as complete or incomplete less than ten (10) days after its resubmission.
3. Technical review committee. The technical review committee shall review the application prior to the first Planning Board meeting and shall comment and make recommendations to the Planning Board.
4. Public hearing.
 - i. A public hearing shall be held prior to the Planning Board decision on the master plan. If the master plan and preliminary plan review stages are being combined, a public hearing shall be held during the combined stage of review.
 - ii. Notice for the public hearing is required with notice in accordance with Sec. 8.5.
 - iii. At the public hearing, the applicant will present the proposed development project. The Planning Board must allow oral and written comments from the general public. All public comments are to be made part of the public record of the project application.
5. Decision. The Planning Board shall, within ninety (90) days of certification of completeness, or within a further amount of time that may be consented to by the applicant through the submission of a written waiver, approve of the master plan as submitted, approve with changes and/or conditions, or deny the application, according to the requirements of §§ 45-23-60 and 45-23-63.

6. Failure to act. Failure of the Planning Board to act within the prescribed period constitutes approval of the master plan, and a certificate of the administrative officer as to the failure of the planning board to act within the required time and the resulting approval will be issued on request of the applicant.

7. Vesting.

i. The approved master plan is vested for a period of two (2) years, with the right to extend for two (2), one-year extensions upon written request by the applicant, who must appear before the Planning Board for the annual review. Thereafter, vesting may be extended for a longer period, for good cause shown, if requested by the applicant, in writing, and approved by the Planning Board. Master plan vesting includes the zoning requirements, conceptual layout, and all conditions shown on the approved master plan drawings and supporting materials.

ii. The initial four (4) year vesting for the approved master plan constitutes the vested rights for the development as required in RIGL § 45-24-44.

D. Preliminary plan review.

1. Submission requirements.

i. The applicant shall first submit to the administrative officer the items required by the checklist for preliminary plans.

ii. Requirements for the preliminary plan and supporting materials for this phase of the review include, but are not limited to: engineering plans depicting the existing site conditions, engineering plans depicting the proposed development project, and a perimeter survey, as included on the checklist.

iii. At the preliminary plan review phase, the administrative officer shall solicit final, written comments and/or approvals of the department of public works, the town solicitor, other local government departments, commissions, or authorities as appropriate.

iv. Prior to approval of the preliminary plan, copies of all legal documents describing the property, proposed easements, and rights-of-way.

v. Prior to approval of the preliminary plan, an applicant must submit all permits required by state or federal agencies, including permits related to freshwater wetlands, the coastal zone, floodplains, preliminary suitability for individual septic disposal systems, public water systems, and connections to state roads. For a state permit from the Rhode Island department of transportation, a letter evidencing the issuance of such a permit upon the submission of a bond and insurance is sufficient, but such actual permit shall be required prior to the issuance of a building permit.

vi. If the applicant is requesting alteration of any variances and/or special-use permits granted by the Planning Board at the master plan stage of review pursuant to

adopted unified development review provisions, and/or any new variances and/or special-use permits, such requests and all supporting documentation shall be included as part of the preliminary plan application materials, pursuant to § 45-23-50.1.

2. Certification. The application will be certified as complete or incomplete by the administrative officer within twenty-five (25) days so long as a completed checklist of requirements are provided with the submission. The running of the time period set forth herein will be deemed stopped upon the issuance of a certificate of incompleteness of the application by the administrative officer and will recommence upon the resubmission of a corrected application by the applicant. However, in no event shall the administrative officer be required to certify a corrected submission as complete or incomplete less than ten (10) days after its resubmission.
3. Technical review committee. The technical review committee shall review the application prior to the first planning board meeting and shall comment and make recommendations to the planning board.
4. Public notice. Prior to the first Planning Board meeting on the preliminary plan, public notice shall be sent to abutters only at least fourteen (14) days before the hearing.
5. Public improvement guarantees. Proposed arrangements for completion of the required public improvements, including construction schedule and/or financial guarantees, shall be reviewed and approved by the planning board at preliminary plan approval.
6. Decision. A complete application for a major subdivision or development plan shall be approved, approved with conditions, or denied, in accordance with the requirements of RIGL §§ 45-23-60 and 45-23-63, within ninety (90) days of the date when it is certified complete, or within a further amount of time that may be consented to by the developer through the submission of a written waiver. Provided that, the timeframe for decision is automatically extended if evidence of state permits has not been provided, or otherwise waived in accordance with this section.
7. Failure to act. Failure of the Planning Board to act within the prescribed period constitutes approval of the preliminary plan and a certificate of the administrative officer as to the failure of the Planning Board to act within the required time and the resulting approval shall be issued on request of the applicant.
8. Vesting. The approved preliminary plan is vested for a period of two (2) years with the right to extend for two (2), one-year extensions upon written request by the applicant, who must appear before the Planning Board for each annual review and provide proof of valid state or federal permits as applicable. Thereafter, vesting may be extended for a longer period, for good cause shown, if requested, in writing by the applicant, and approved by the Planning Board. The vesting for the preliminary plan approval includes all general and specific conditions shown on the approved preliminary plan drawings and supporting material.

E. Final plan.

Amended Feb 8, 2024

1. Submission requirements.

- i. The applicant shall submit to the administrative officer the items required by the checklist for the final plan, as well as all material required by the planning board when the application was given preliminary approval.
- ii. Arrangements for completion of the required public improvements, including construction schedule and/or financial guarantees.
- iii. Certification by the tax collector that all property taxes are current.
- iv. For phased projects, the final plan for phases following the first phase, shall be accompanied by copies of as-built drawings not previously submitted of all existing public improvements for prior phases.

2. Certification. The application for final plan approval shall be certified complete or incomplete by the administrative officer in writing, within fifteen (15) days, so long as a completed checklist of requirements are provided with the submission. This time period may be extended to twenty-five (25) days by written notice from the administrative officer to the applicant where the final plans contain changes to or elements not included in the preliminary plan approval. The running of the time period set forth herein shall be deemed stopped upon the issuance of a certificate of incompleteness of the application by the administrative officer and shall recommence upon the resubmission of a corrected application by the applicant. However, in no event shall the administrative officer be required to certify a corrected submission as complete or incomplete less than ten (10) days after its resubmission. If the administrative officer certifies the application as complete and does not require submission to the Planning Board, the final plan shall be considered approved.

3. Decision. The administrative officer, or, if referred to it, the Planning Board, shall review, grant, grant with conditions or deny final plan approval. A decision shall be issued within forty-five (45) days after the certification of completeness, or within a further amount of time that may be consented to by the applicant, approve or deny the final plan as submitted.

4. Failure to act. Failure of the administrative officer or, if referred to it, the Planning Board, to act within the prescribed period constitutes approval of the final plan and a certificate of the administrative officer as to the failure of the to act within the required time and the resulting approval shall be issued on request of the applicant.

5. Expiration of approval. The final approval of a major subdivision or land development project expires one year from the date of approval with the right to extend for one year upon written request by the applicant, who must appear before the Planning Board for the annual review, unless, within that period, the plat or plan has been submitted for signature and recording. Thereafter, the Planning Board may, for good cause shown, extend the period for recording.

6. Acceptance of public improvements. Signature and recording constitute the acceptance by

the municipality of any street or other public improvement or other land intended for dedication. Final plan approval shall not impose any duty upon the municipality to maintain or improve those dedicated areas until the Town Council accepts the completed public improvements as constructed in compliance with the final plans.

7. Validity of recorded plans. The approved final plan, once recorded, remains valid as the approved plan for the site unless and until an amendment to the plan is approved, or a new plan is approved by the Planning Board.

F. Modifications and changes to plans.

1. Minor changes to the plans approved at any stage may be approved administratively, by the administrative officer. The changes may be authorized without an additional Planning Board meeting, to the extent applicable, at the discretion of the administrative officer. All changes shall be made part of the permanent record of the project application. This provision does not prohibit the administrative officer from requesting recommendation from either the technical review committee or the Planning Board. Denial of the proposed change(s) shall be referred to the Planning Board for review as a major change. Minor changes are defined by Section 8.9.D of these Regulations.
2. Major changes to the plans approved at any stage may be approved only by the Planning Board and must include a public hearing. Major changes are defined by Section 8.9.C of these Regulations.
3. The administrative officer shall notify the applicant in writing within fourteen (14) days of submission of the final plan application if the administrative officer determines the change to be a major change of the approved plans.

G. Appeal. Decisions under this section shall be considered an appealable decision pursuant to § 45-23-71.

ARTICLE 6

POWERS OF THE PLANNING BOARD

6.1 DEDICATION OF LAND FOR PUBLIC PURPOSES

Where land within a proposed subdivision or development project is deemed to be of unique natural character or is identified in the Bristol Comprehensive Community Plan, or where the proposed subdivision or development project is of sufficient size so as to warrant consideration of the provision of open space to serve residents of the subdivision or development project, the Board may require the dedication of a portion of the land area of the subdivision or development project, or other public improvements, for such purposes. The Board shall make such determination prior to granting preliminary approval, or prior to granting final approval where no preliminary approval is required. The intended use of the land so dedicated shall be so stamped on the final plat plan.

A. Requirements

Prior to the Board requiring the dedication of such land, the following requirements shall be met and set forth as findings by the Board in its approval.

(1) Character

All required public improvements must reflect the character defined for that neighborhood or district by the Comprehensive Plan.

(2) Need

The need for all dedications of land to the public or for payments-in-lieu of such dedications must be clearly documented in the adopted plans of the Town, such as the Comprehensive Plan, Zoning Ordinance or the Capital Budget.

(3) Documentation

No dedications of land to the public or payments-in-lieu of dedications may be required until the need for such are identified and documented by the Board, the land proposed for dedication is determined through specific findings to be appropriate for the proposed use.

6.2 FEES IN LIEU OF DEDICATION OF LAND FOR PUBLIC PURPOSES

A. Applicability and Determination

This section shall only be applicable to fees in lieu of dedication of land for public purposes, as set forth in Section 6.1 above. This section shall not apply to any fees in lieu of required off-site improvements or in lieu of mitigation of negative impacts, which fees shall be determined by the

estimated costs of such improvements or mitigation activities. It shall be the sole decision of the Board as to whether a fee in lieu of dedication of land for public purposes would be beneficial to the goals of the Town, as documented pursuant to Section 6.1.

B. Formula

Where a fee is required by the Planning Board to be paid in lieu of land dedication, the amount of such fee shall be based on the following formula:

Fee in-lieu of dedication	= Fair Market Value of Land Per Acre (1)	X Land Need (2)	X Maximum Final Number of Dwelling Units (3)	X Persons per Dwelling Unit (4)
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(1) Fair market value of land in the parcel being subdivided at the time of application for final approval which is suitable for use as development, open space, conservation, or park and recreation facilities; but, not including surface water areas. See subsection 6.2.C below.

(2) Land need shall mean the Town's actual need for open space and recreation land as stated in the adopted Comprehensive Plan. This shall be expressed in acres per 1,000 of population based on the Comprehensive Plan. The 1990 Town-wide need is 3.4 acres per 1,000.

(3) Maximum final number of dwelling units in all phases of the development project or subdivision.

(4) The figure of 2.66 persons per household from the 1990 Census shall be used unless the applicant can demonstrate, to the approval of the Planning Board, that the projected number of persons in the development project or subdivision will be less.

Example for illustrative purposes only:

$$\frac{\$150,000}{\text{acre}} \times \frac{3.4 \text{ acres}}{1,000 \text{ pop.}} \times \frac{10 \text{ units}}{\text{dev.}} \times \frac{2.66 \text{ persons}}{\text{dwelling unit}} = \$13,566$$

C. Fair Market Value

Fair market value of the land, assuming that the subdivision has been granted, shall be determined at the time of filing of the final plan in accordance with one of the following:

(1) As determined by the Bristol Tax Assessor from recorded sales within the last twenty-four months;

- (2) If the applicant objects to such amount of evaluation as determined in A above, the Planning Board shall obtain an appraisal of the fair market value by an independent appraiser licensed by the State of Rhode Island. The cost of the appraisal shall be assessed to the applicant with the fee being paid prior to final approval of the plat; or
- (3) The Planning Board and applicant may agree as to the fair market value.

6.3 MITIGATION OF NEGATIVE IMPACTS

The Board shall have the power to require dedications of land, the construction of improvements, including off-site improvements, or other activities (collectively referred to as "mitigating activity"); in order to mitigate negative impacts of a subdivision or development project. The Board shall also have the power to require a fee in lieu of such mitigating activity. The fee shall be determined by the estimated costs of such mitigating activity. All such mitigating activity, or payments-in-lieu thereof, shall be for mitigation of identified negative impacts of proposed projects and must meet the requirements set forth in Section 6.1 above. Furthermore, the significant negative impacts of the proposed development on the existing conditions must be clearly documented. Any mitigating activity, or fee in lieu thereof, required as a condition of approval must be related in kind and degree to the identified impact.

6.4 RESTRICTED ACCOUNTS

All payment-in-lieu of dedication or construction to mitigate the impacts of the proposed development shall be kept in restricted accounts and shall only be spent on the mitigation of the identified impacts for which it is required.

6.5 PERFORMANCE AND MAINTENANCE GUARANTEES

For any subdivision or development requiring public improvements, the applicant shall have the option of completing all such improvements (including inspection thereof) prior to final plan approval. If all required public improvements are not completed prior to Final Plan Approval, then the Board shall require performance guarantees as set forth herein. The Board may also require maintenance guarantees to be provided for a one (1) year period subsequent to completion, inspection and acceptance of the improvement(s), unless there are extenuating circumstances that require a longer period, such as seasonal delay in planting or paving. The Board may require maintenance guarantees for drainage systems to be held for a period of five (5) years to insure that the system is operating as designed. The Board may also require the applicant to calculate the annual maintenance costs for drainage systems and to pay said costs for a period of up to 15 years to the Town to compensate for annual maintenance of the system by the Town or its contractor. The procedures for setting, maintaining and releasing such guarantees shall be as follows:

A. Security

As a condition precedent to the endorsement of approval of the final plan, the applicant shall file a certified check, bank book, or certificate of deposit, in the sole name of the Town, in an amount determined by the Board. This amount shall be based on the retail cost of all improvements to be constructed or maintained. The Board may fix the guarantee in a reasonable amount, not to exceed 20%, in excess of the estimated costs to anticipate for economic or construction conditions. In the case of subdivision or developments which are being approved and constructed in phases, the Board shall specify improvement guarantee requirements related to each particular phase, including additional amounts to account for inflation over the time required for all phases to be completed and/or maintained. All funds shall be verified by the Board before being accepted. The release of said funds shall be conditioned on the faithful completion of all required improvements, or the successful maintenance of any improvements subject to maintenance guarantees, within the time period set forth in the decision of the Board, and the payment of all invoices issued by the Board to cover the cost of the subdivision or development project inspections.

B. Inspection and Report

During construction and upon completion of the required improvements, the applicant shall notify the Administrative Officer who shall direct a Planning Board Engineer to conduct a detailed inspection of the completed work. Upon determining that the improvements have been completed in a satisfactory manner, the Administrative Officer shall prepare a final written report and shall transmit said report to the Board, which shall initiate appropriate action to release the guarantee.

C. Extension of Time

If, due to circumstances beyond the control of the applicant, the required improvements are not completed within the prescribed time period, the Board may grant a time extension of no more than one year at a time. During such extension, the guarantees shall remain in full force. The Board may require the extension of guarantees for a period of up to one (1) year after completion of improvements to assure the proper performance of the improvements under all conditions of weather and use.

D. Default.

The Planning Board shall hold the applicant in default of a guarantee should one or more of the following occur:

- (1) Failure to meet all specifications for construction of required improvements to the land;
- (2) Failure to properly notify the Administrative Officer of the beginning and completion of all phases of construction of required improvements to the land;

- (3) Failure to protect existing improvements and/or properly repair such improvements should damage occur during construction of the subdivision or development project;
- (4) Failure to clean debris from the site and adjacent areas upon completion of construction within the subdivision or development project; or
- (5) Failure to complete required improvements to the land within the time prescribed or within any extension granted by the Board.

E. Authority of Board to Take Action

Upon notification of default by the Administrative Officer, the Board shall notify the applicant and order the applicant to show cause why the Board should not take action against the guarantee. If the Board in its sole discretion determines that the default has not been cured within the time set by the Board, then the Board shall withdraw or cash in that portion of the security necessary to correct the deficiencies for which the applicant is deemed to be in default, and the Board shall cause the required improvements to be completed in a satisfactory manner. In the event of a default posing an immediate danger to health, safety or welfare of the Town or its residents, the Administrative Officer shall act immediately to remove or abate such danger, and the Board may seek reimbursement through the guarantee.

F. Partial Release of Performance Guarantee

When an applicant, who has posted a performance guarantee in the amount of all of the required improvements, has completed all improvements except 1) the surface course of pavement; 2) landscaping; 3) lighting; 4) as-built record plan; and, 5) if applicable septic systems; then, the applicant may request a 50% release in the performance guarantee. Said release will only be considered if the following conditions are met: A) all improvements that have been completed have been inspected by and approved by the Planning Board Engineer; B) all invoices of the Planning Board for the project are reimbursed by the applicant; and, C) the remainder of the improvements must be completed with 12 months from the date that the Board approves the release of the 50%. For phased projects, no release shall be considered for any phase until all public improvements are completed for all phases or until the application has completed all but the above list of improvements for all phases. A maintenance guarantee in accordance with this section shall also apply.

6.6 IMPACT STATEMENTS

In certain instances, an impact statement shall be required, at the expense of the applicant. Where an impact statement is required, the applicant may chose the person or company to prepare such statement subject to the prior approval of the Board. Where the Board is given discretion to require an impact statement, it shall only be done pursuant to a vote of the Board with findings setting forth the need for such statement. Such impact statements shall include, but are not limited to, the following:

A. Environmental

In accordance with R.I.G.L. 45-23-60(3), in order to make a positive finding that there will be no significant negative environmental impacts, the Planning Board may require that an environmental impact statement be prepared by the applicant of any subdivision or development project. Any application for a Major or Minor residential subdivision, a nonresidential subdivision, or a Major Land Development shall include a narrative describing the proposed project's major elements, potential significant impacts on the surrounding neighborhood and/or community and the means by which these identified impacts shall be mitigated by the project design or otherwise.

- (1) The planning board shall have the authority to require the applicant to prepare an Environmental Impact Study (EIS) to assess the potential short and long term effects of the proposed subdivision or land development project under any of the following conditions:
 - a. If all or part of the property that is the subject of the application includes land identified by any or all of following agencies; the Bristol planning board, the Bristol conservation commission, the Rhode Island Natural Heritage Program, the Rhode Island Historic Preservation and Heritage Commission, the Nature Conservancy, the RI Department of Environmental Management, the U.S. Geological Survey, the U.S. Environmental Protection Agency, as unique natural areas or areas of critical and/or environmental concern; or
 - b. The planning board finds that there is reasonable expectation that the proposed subdivision or land development project may have a negative environmental impact on natural systems located on the property or adjacent to the property that is the subject of the application or upon nearby properties or natural systems.

- (2) The board shall make findings of fact in writing and shall identify the environmental resources found to be potentially threatened. The board's findings shall be made a part of the record of the application

- (3) An EIS required under this section shall be prepared by a qualified professional(s) and shall include research and documentation describing and assessing short and long-term cumulative environmental impacts, which may include but not be limited to impacts upon:
 - (a) Freshwater wetlands;
 - (b) Flooding and drainage;
 - (c) Noise and air quality;
 - (d) Solid waste generation;
 - (e) Historic/archaeologic areas;
 - (f) Traffic/road capacity;
 - (g) Hydric soils;
 - (h) Forests and agricultural lands;
 - (i) Unique vegetation, significant trees, and important scenic or designed landscapes;
 - (j) Natural heritage sites;
 - (k) Wildlife and wildlife habitat;

- (l) Groundwater quality and quantity;
- (m) Surface water quality, streams and rivers; and
- (n) coastal resources and features.

(4) If an EIS is required, the applicant shall be so informed at the preliminary stage for a minor subdivision, or the master plan stage for a major subdivision or major land development and shall be advised as to the specific issues that the EIS must address.

(5) For any subdivision or land development project for which an EIS is required, the board shall have the authority to impose conditions on approval, including but not limited to off-site improvements, that, based on the findings and analysis of the EIS, are reasonably necessary to minimize adverse impacts that the development may have on the natural environment.

(6) All Environmental Impact Studies shall be referred to the conservation commission and other appropriate town boards, commissions, or other local, state or federal, agencies for their review and comment prior to planning board approval of the preliminary plan.

(7) The planning board may waive the requirement for an EIS if the development plans include LID Site Design strategies and innovative stormwater management techniques including total site impervious cover be 10 percent or less and total site disturbance of 20 percent or less.

(8) If in the opinion of the planning board, impacts identified in the EIS cannot be adequately mitigated so as to achieve compliance with each of the requirements specified in section 8.6, the planning board shall have the authority to deny approval of the proposed development design.

B. Fiscal

In accordance with R.I.G.L. 45-23-60(1), a fiscal impact statement, detailing the estimated cost of providing services to the proposed development and the estimated revenue to be derived from taxes and other fees, shall be required of all major land development projects and of all major subdivisions of twenty (20) lots or more. A fiscal impact statement may be required of any DPR applicant, in accordance with the parameters set forth herein.

6.7 APPROVAL AND ACCEPTANCE OF PUBLIC IMPROVEMENTS

Approval of a plat by the Planning Board shall be deemed the acceptance by the public of any street or other open space offered therein for dedication. Notwithstanding the acceptance of any land, street, or facility offered for dedication, such acceptance shall not impose any duty or responsibility upon the Town of Bristol to maintain or improve any dedicated streets, areas, or facilities until the Town Council shall have specifically authorized maintenance or improvement under procedures established by State Law or Town Ordinance governing public expenditures for such purposes. The above shall be stated on

all approved final plat plans. For any plat containing a public street or public open space, as part of the final approval process (where the public improvements have already been completed) or as part of the release of the final performance and/or maintenance guarantee, the Planning Board shall recommend in writing to the Town Council to accept the street or open space for maintenance.

6.8 WAIVERS AND MODIFICATIONS

Pursuant to the procedures set forth in Article 8 of these Regulations, the Board shall have the power to grant such waivers and/or modifications from the requirements for subdivision or development project approval as may be reasonable and within the general purposes and intents of the provisions for these Regulations. Neither the Administrative Officer nor the TRC may grant waivers, and a public hearing or public information meeting (See sections 8.5 and 8.7) shall be required before any waiver may be granted. The only grounds for such waivers and/or modifications shall be where the literal enforcement of one (1) or more provisions of these Regulations is impracticable and will exact undue hardship because of peculiar conditions pertaining to the land in question or where such waiver and/or modification is in the best interest of good planning practice and/or design as evidenced by consistency with the Comprehensive Plan and Zoning Ordinance.

ARTICLE 7

ADMINISTRATION AND ENFORCEMENT OF REGULATIONS

7.1 ADMINISTRATIVE OFFICER

Local administration of these Regulations shall be under the direction of the Administrative Officer, who shall oversee and coordinate the review, approval, recording and enforcement provisions of these Regulations, and who shall be under the supervision of the Board.

A. Appointment and Qualifications

The Director of Community Development of the Town, or his/her designee shall be the Administrative Officer under these Regulations, and shall have the following minimum qualifications: (a) a master's degree in planning and at least two years experience working in land use planning; or (b) a bachelor's degree in planning and at least five years experience working in land use planning. The Administrative Officer shall be required to attend any training for administrative officers provided by or sponsored by the Rhode Island Department of Administration, Division of Planning, or as otherwise directed by the Planning Board.

B. Technical Review Committee Chairman

The Administrative Officer shall serve as the Chairman of the Technical Review Committee.

C. Coordination of Reviews

The Administrative Officer shall be responsible for coordinating reviews of proposed subdivision or development projects with adjacent municipalities as is necessary to be consistent with applicable federal, state and local laws and as directed by the Board.

D. Enforcement

Enforcement of these Regulations shall be under the direction of the Administrative Officer who shall report to the Board. The Administrative Officer shall be responsible for coordinating the enforcement efforts of the Zoning Enforcement Officer, the Building Inspector, the Planning Board Engineers, the Director of the Department of Public Works, and other local officials responsible for the enforcement or carrying out of discrete elements of these Regulations.

7.2 CERTIFICATION AND TIME PERIODS

A. Classification

The Administrative Officer shall advise the applicant as to which approvals are required and the appropriate board for hearing an application for a subdivision or development project.

B. Certification of A Complete Application

An application shall be complete for purposes of commencing the applicable time period for action when so certified in writing by the Administrative Officer. In the event such certification of the application is not made within the time specified in this chapter for the type of plan, the application shall be deemed complete for purposes of commencing the review period unless the application lacks information required for such applications as specified in the local regulations and the Administrative Officer has notified the applicant, in writing, of the deficiencies in the application.

C. Correction of Information

Notwithstanding Subsection B above, the Board may subsequently require correction of any information found to be in error and submission of additional information specified in the regulations but not required by the Administrative Officer prior to certification, as is necessary to make an informed decision.

D. Postponement

Where the review is postponed with the consent of the applicant, pending further information or revision of information, the time period for review shall be stayed and shall resume when the Administrative Officer or the Board determines that the required application information is complete. All such postponements, including the consent of the applicant, shall be documented in writing.

7.3 PRE-APPLICATION MEETINGS AND CONCEPT REVIEW

One or more pre-application meetings shall be held for all major subdivision or major LDP applications. Upon request of either the Town or the applicant, a pre-application meeting shall be held for any other application, including one for DPR.

A. Purpose

Pre-application meetings shall allow the applicant to meet with appropriate officials, boards and/or commissions, staff, and, where appropriate, state agencies, for advice as to the required steps in the approvals process, the pertinent local plans, ordinances, regulations, rules and procedures and standards which may bear upon the proposed subdivision or development project.

B. Informal Concept Plan Review

At the pre-application stage the applicant may also request the Board or the Technical Review Committee for an informal concept plan review for a subdivision or development project. The purpose of the concept plan review is also to provide Board and/or Committee input in the formative stages of subdivision or development project concept design.

C. Advance Materials Submission

Applicants seeking a pre-application meeting or an informal concept review shall submit general, conceptual materials in advance of the meeting(s) as requested by municipal officials. In order to encourage pre-application meetings and informal concept reviews, no application fee shall be charged.

D. Non-Binding

Pre-application meetings shall aim to encourage information sharing and discussion of project concepts among the participants. All pre-application discussions are intended for the guidance of the applicant and shall not be considered approval or disapproval of a project or its elements.

E. Subsequent Filing of Application

Provided that at least one (1) preapplication meeting has been held for major land development or subdivision application or sixty (60) days has elapsed from the filing of the preapplication submission and no preapplication meeting has been scheduled to occur with said sixty (60) days, nothing shall be deemed to preclude an applicant from thereafter filing and proceeding with an application for a land development or subdivision project in accordance with Section 7.2.

7.4 TECHNICAL REVIEW COMMITTEE

A. Composition

The Planning Board shall establish and oversee a Technical Review Committee (TRC), which shall be composed of the following permanent members: the Administrative Officer, the Zoning Enforcement Officer, and the Public Works Director or his/her designee. It shall also consist of the following rotating members: Planning Board Engineer who is assigned to the subdivision or development project, and the Planning Board Member(s) (regular or alternate) who is assigned by the Chairman as the Duty Member for the subdivision or development project. When the project is within the jurisdiction of the Zoning Board or the Historic District Commission, the TRC shall include the Chairman of the Zoning Board and/or the Chairman of the Historic District Commission or their designee.

The composition of the TRC for Major Land Development Projects and Development Plan Review projects shall include an architect and a landscape architect, registered in the State of Rhode Island to assist the TRC in evaluating specific complex or contextually sensitive

submissions. If the Planning Board or TRC as the case may be, finds that the existing conditions and proposed changes will not be such that a more detailed level of review are needed, the architect and/or landscape architect may not be required. The Planning Board Engineer, architect and/or landscape architect shall be selected by the Town as a consultant with the fee for same paid for by the applicant per Section 7.5C.

B. Duty Member of Planning Board

The Chairman of the Planning Board shall assign one Regular or Alternate Member of the Board to each subdivision or development project. Such member shall be designated as the Duty Member for that particular subdivision or development project. The Chairman shall have the authority to assign or reassign the Duty Member for good cause.

C. Assistance to TRC

The TRC shall have the authority to seek assistance from all officials and departments of the Town and from state and federal agencies.

D. Reports, Findings and Recommendations of the TRC

Reports of the TRC to the Board shall be in writing and kept as part of the permanent documentation on the development application. In no case shall the recommendation of the TRC be binding on the Board in its activities or decisions. All reports of the TRC shall be made available to the applicant prior to the meeting of the Board at which the reports are first considered.

7.5 ADMINISTRATIVE FEES

A. Application Fees

The applicant shall be required to pay a fee at the time of application for each stage of review (i.e. Master Plan, Preliminary and Final), for all subdivisions and development projects. Such fees shall be reviewed annually by the Board and revised as appropriate. The fees are as follows:

- (1) Pre-application Meeting (any subdivision or development project): \$0
- (2) Administrative Subdivision: \$100
- (3) Minor Subdivision without street: \$100 per lot
- (4) Minor Subdivision with street: \$200 per lot
- (5) Major Subdivision: \$250 per lot
- (6) Development Plan Review (DPR) by TRC: \$500

Commented [AG1]: May wish to include UDR in this list

(7) Special Meeting of the Board without Public Hearing:	\$500
(8) Special Meeting of the Board with Public Hearing:	\$750
(9) Extension of Time:	\$300
<u>(10)</u> Reinstatement of Application:	\$750
(10)(11) <u>Unified development review</u> paid at time of first phase (either Master Plan or Preliminary)	\$300 to be
(11)(12) Any Land Development Project (LDP), or Development Plan Review (DPR) by the Planning Board:	<u>The sum of:</u>
Residential:	\$250 per lot or per unit
Nonresidential:	\$0.20 per square foot of GFA, not to exceed \$500.

B. Engineering Fees

The applicant will also be required to reimburse the Planning Board for the cost of review and inspection by the Planning Board Engineer based on the proposal and invoice from the contracted engineer. Review fees shall be paid by the applicant prior to each stage of review in order for the application to be certified complete. Should actual inspection fees exceed the amount collected, the applicant shall reimburse the Town prior to the issuance of a final approval or certificate of occupancy. The Administrative Officer shall provide notice to the applicant as to the need for additional fees should they be insufficient.

Preapplication Conference:

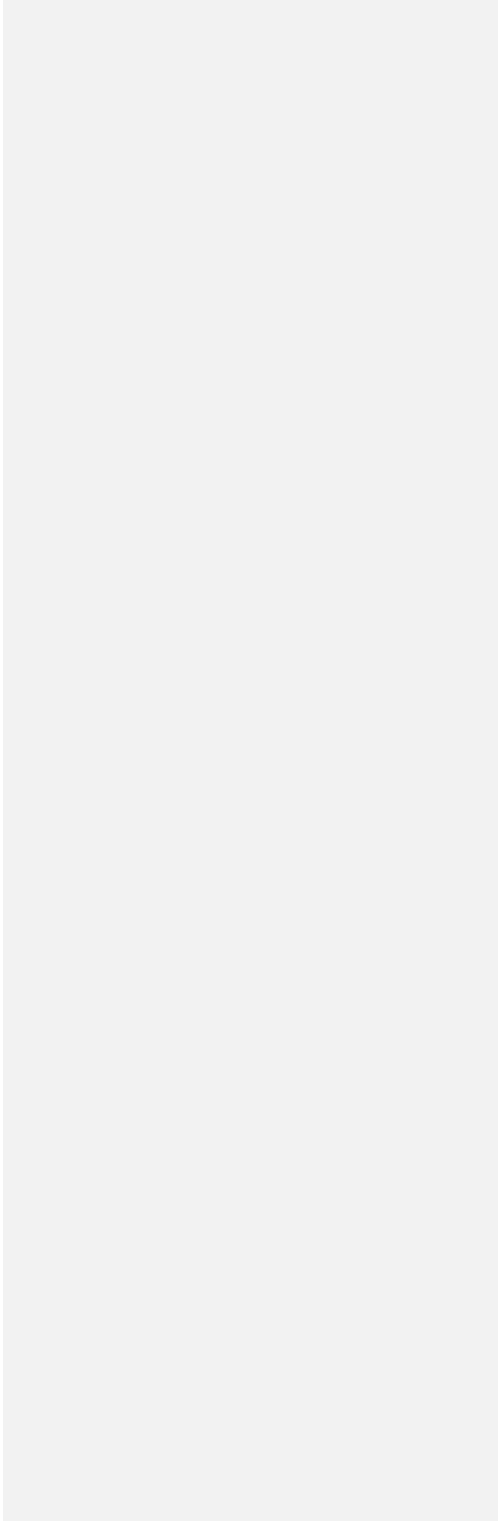
No engineering review fee.
Should applicant agree that engineering review is ~~desireable~~desirable, reimbursement of contracted engineer invoice will be required.

Subdivision/Land Development:

Review Fee: Based upon proposal received from Planning Board Engineer.

Inspection Fee payable when improvements begin (either at the Preliminary or the Final review stage):

- 3% of the cost of public improvements up to \$149,999;
- 2.50% of the cost of public improvements between \$150,000 to \$299,999;
- 2.25% of the cost of public improvements \$300,000 and above.



Development Plan Review:

Review Fee: Based upon proposal received from Planning Board Engineer.

Inspection Fee (Payable at the Preliminary review stage):

- 3% of the cost of public improvements up to \$149,999;
- 2.50% of the cost of public improvements between \$150,000 to \$299,999;
- 2.25% of the cost of public improvements \$300,000 and above.

C. Other Fees

As set forth herein, the Board shall have the power to require various information and studies from an applicant, provided that the proper findings of fact have been made. Such items include, but are not limited to: an environmental impact study, a market analysis, a traffic study, a soils analysis or a drainage study. Any such item shall be paid for by the applicant.

The Planning Board shall also impose a project review fee on those applications which require in the judgment and sole discretion of the Planning board, analyses or review on behalf of the Board by outside consultants due to the size, scale or complexity of a proposed project, the project's potential impacts and/or because the town lacks the necessary expertise to perform the review work related to the permit or approval. In hiring outside consultants, the board may engage, including but not limited to, engineers, planners, landscape architects, architects, geo-technical experts, hydrology experts, or other appropriate firms, persons or professionals able to assist the board in its review of the proposal or application and to ensure compliance with all relevant laws, ordinances, and regulations as well as with the formulation of reasonable measures to assess and/or mitigate identified impacts. Such assistance may include, but shall not be limited to, analyzing and application, review of information submitted by an applicant, design review of applications to determine consistency with the town's design standards (Metacom Avenue) and objectives including those referenced in the comprehensive plan, examining the adequacy and reasonable alternatives of measures to mitigate potential impacts, monitoring or inspecting a project or site for compliance with the board's decisions or regulations, or inspection a project during construction or implementation, or such other similar technical assistance as the planning board may require. The review fee shall be paid prior to commencement of the review based upon a cost proposal prepared by the selected consultant.

7.6 VIOLATIONS AND PENALTIES

A. Violations

The failure to comply with these Regulations or any of the terms or conditions of an approval (whether Master Plan, Preliminary or Final) issued by the Board, shall be a violation of these Regulations. The violation of any terms or conditions of any action imposed by the Board or of any other agency or officer charged in these Regulations with enforcement of any of the provisions shall also be a violation of these Regulations. Violation of the regulations shall also include any action related to the transfer or sale of land in unapproved subdivision or development projects. Any owner, or agent of the owner, who transfers, sells or negotiates to sell any land by reference to or exhibition of, or by other use, a plat of the subdivision or development project before the plat has been approved by the Board and recorded in the municipal land evidence records, shall be in violation of the local regulations and subject to the penalties described below.

B. Penalties - Fine

The Administrative Officer, in consultation with the Town Solicitor, shall be empowered to levy a fine for any violation as defined herein. The Administrative Officer shall ordinarily issue a notice of violation and order the violator to correct the violation within a reasonable time, with such time to be indicated on the notice. However, in cases of willful violation or danger to public health, safety or welfare, the Administrative Officer may levy a fine immediately. For any violation, the Administrative Officer may request the opinion of the Board as to the proper penalty. The penalty for violation shall reasonably relate to the seriousness of the offense, and shall not exceed five hundred dollars (\$500) for each violation, and each day of existence of any violation shall be deemed to be a separate offense. Any such fine shall inure to the Town. The Administrative Officer shall report any fines levied to the Board at its next meeting and shall file a copy of such report in the record of any subdivision or development project so fined. Any fine may be appealed to the appropriate division of the Rhode Island District Court.

C. Penalties - Injunction

The Town, through its Town Solicitor, may also cause suit to be brought in the Supreme Court or Superior Court, in the name of the Town, to restrain the violation of, or to compel compliance with, the provisions of these Regulations. The Town may consolidate an action for injunctive relief and/or fines under these Regulations or other local ordinance in the Superior Court for Providence and Bristol Counties.

ARTICLE 8

PROCEDURES OF THE PLANNING BOARD

8.1 COMPOSITION OF BOARD

A. Appointment and Removal

The Board shall consist of five (5) members and two (2) alternate members, appointed by the Town Council, with the qualification and for the terms as set forth in the Bristol Home Rule Charter. Any member of the Board may be removed from office by the Town Council for due cause, following a public hearing, pursuant to R.I.G.L. 45-22-3, as amended. Due cause shall include, but not be limited to, failure to attend three (3) consecutive meetings of the Board.

B. Organization

The Board shall organize annually by electing from its membership a chairman, a vice chairman, and a secretary. The Board may adopt any procedural rules deemed necessary to the discharge of its duties.

C. Cooperative Agreements and Technical Assistance

The Board may, subject to the limit of funds appropriated to it, enter into cooperative agreements with any other city or town, state, regional, or federal agencies or private organizations to undertake studies deemed to be in the best interest of the Town, including cooperative agreements with cities or towns in neighboring states where problems of common interest are deemed to exist. The Board may accept or engage technical or clerical assistance, including the hiring of one or more Planning Board Engineers or assistance from other public agencies or private organizations, subject to the limit of funds appropriated to it.

8.2 PUBLICATION AND AVAILABILITY OF REGULATIONS

Printed copies of these Regulations shall be available to the general public and shall be revised to include all amendments. Any appendices shall also be available. A reasonable charge may be made for copies. Upon publication of these Regulations and any amendments thereto, the Town shall send a copy to the Rhode Island Department of Administration's Division of Planning and to the State Law Library.

8.3 RECORDS OF THE BOARD

A. Public Availability

All records of the Board proceedings and decisions shall be written and kept permanently available for public review. Completed applications and related materials shall also be available for public review. Copies of any document or plan may be purchased for a fee not to exceed the actual cost including research time, pursuant to Chapter 2 of Title 38 of the General Laws of Rhode Island. No commercial use may be made of such records. (See R.I.G.L. 38-2-6.)

B. Contents

All final written comments to the Board from the administrative officer, municipal departments, the technical review committee, state and federal agencies, and local commissions shall also be part of the permanent record of the development application.

8.4 MEETINGS AND VOTES

A. Qualified Immunity

Participation in a Board meeting or other proceedings by any party shall not be a cause for civil action or liability except for acts not in good faith, intentional misconduct, knowing violation of law, transactions where there is an improper personal benefit, or malicious, wanton, or willful misconduct.

B. Quorum and Votes

A quorum of the Board shall be at least four (4) members, at least three (3) of whom shall be regular members. All votes of the Board shall be made part of the permanent record and shall show the members present and their votes. A decision by the Board to approve any development project or subdivision application shall require the affirmative vote of at least three (3) members, regular or alternate, of the Board, this being a majority of the current Board membership. Provided however, that when one or more regular members have recused themselves in writing due to a conflict of interest, a quorum may consist of two (2) regular members and two (2) alternate members, and any vote by such quorum to approve an application shall require four (4) votes in the affirmative. A denial of an application shall always require a separate vote with appropriate findings.

C. Decisions

All written decisions of the Board shall be recorded in the land evidence records within thirty-five (35) days after the Board votes. A copy of the recorded decision shall be mailed within one business day of recording, by any method that provides a confirmation of receipt, to the applicant and to any objector who has filed a written request for notice with the Administrative Officer.

D. Alternate Members

As set forth in Section 8.1, the Board shall include two alternate members. They shall be designated as the first (1st) and second (2nd) alternate members. These alternate members shall sit and shall actively participate in hearings. The first (1st) alternate shall vote if a member of the Board is unable to serve at a hearing and the second (2nd) shall vote if two (2) members of the Board are unable to serve at a hearing. In the absence of the first (1st) alternate member, the second (2nd) alternate member shall serve in the position of the first (1st) alternate.

E. Regular and Special Meetings

The Board shall hold a regular meeting at least once each month, except for the month of August. The Board may hold special meetings at the direction of the chairman. If such meeting is held at the specific request of an applicant, such applicant shall pay a fee as set forth in Article 7 to cover the expense of noticing and holding such meeting. However, such fee shall be refunded if the quorum requirement for the Board is not met.

F. Conflict of Interest

As soon as any conflict of interest for a member occurs or is revealed, that member shall immediately recuse himself or herself, and shall not sit as an active member and shall take no part in the conduct of the meeting or hearing on such matter. The member shall notify the chairman in writing (or notify the vice chairman if the conflict is for the chairman), and the member shall also notify the Rhode Island Ethics Commission in writing as required by law.

8.5 PUBLIC HEARINGS ~~AND PUBLIC INFORMATION MEETINGS~~**~~A. Public Information Meeting~~**

~~For a major subdivision or development project, a public informational meeting shall be held prior to the Board decision on the master plan, unless the master plan and preliminary plan approvals are being combined, in which case the public informational meeting shall be optional (i.e. may be combined with the public hearing), based upon Board determination.~~

~~(1) Purpose~~

~~The purpose of an informational meeting is both to inform the neighboring property owners and other interested parties as to the nature of the proposed subdivision or development project, and to inform the Board of issues of concern to such parties of which the Board may not be aware.~~

~~(2) Part of the Record~~

~~At the public informational meeting, the applicant shall present the proposed development project. The Board shall allow oral and written comments from the general~~

~~public. All public comments shall be made part of the public record of the project application.~~

~~(3) Notice: How Provided~~

~~Public notice for the informational meeting is required and shall be given at least seven (7) days prior to the date of the meeting in a newspaper of general circulation within the Town. Postcard notice shall then be mailed by the Town to the applicant and to those in the notice area as set forth in Section 8.5.C below, not less than ten (10) days prior to the date of the meeting. Notice shall also be sent to any individual or entity holding a recorded conservation or preservation restriction on the property that is the subject of the application (Refer to State Law 2007—H5483).~~

~~In addition to the above public notice, for a major land development project, the applicant shall also provide on-site sign(s) notifying the public of the scheduled public informational meeting and the public hearing before the Planning Board. This sign(s) shall be considered a supplemental notice and shall be of a weather-resistant design, measuring a minimum 20" x 30" in size, erected in a location upon the site proposed for development which is visible from the nearest public or private street and fixed upon a support that is of sufficient height to make the sign visible from the nearest public or private street. Such sign shall contain a basic project description and notice of meeting or hearing and shall be maintained on site by the applicant until the public meeting or hearing is closed. The Administrative Office shall determine if additional notification signs are required in order to provide sufficient public notice, up to a maximum of 2 signs. Signage specifications and content shall be provide to the applicant by the Administrative Officer. Signs shall be installed not later than 7 days prior to the date of the hearing.~~

B.A. Public Hearing

A public hearing shall be required for a major subdivision or development project or where a street extension or creation requires a public hearing for a minor subdivision or development project.

(1) Purpose

The purpose of a public hearing is to provide the applicant with an opportunity to present the application to the public, and to provide the public with an opportunity to inform the Board of concerns relating only to the proposed subdivision or development project.

(2) Part of the Record

At the public hearing the applicant shall present the proposed development project. The Board shall allow oral and written comments from the general public. All public comments shall be made part of the public record of the project application.

(3) Notice: How Provided

Public notice of the hearing shall be given at least fourteen (14) days prior to the date of the hearing in a newspaper of ~~local general~~ circulation within the Town following the municipality's usual and customary practices for this kind of advertising. The same notice shall be posted in the town clerk's office and one other municipal building and the municipality must make the notice accessible on its municipal home page of its website at least fourteen (14) days prior to the hearing. Notice shall be sent to the applicant and to each owner within the notice area as set forth in Section 8.5.C below, by ~~certified mail, return receipt requested~~ first class mail, not less than ten (10) days prior to the date of the hearing. Notice shall also be sent to any individual or entity holding a recorded conservation or preservation restriction on the property that is the subject of the application ~~(Refer to State Law 2007—H5483)~~ at least fourteen (14) days prior to the hearing. For any notice sent by first-class mail, the sender of the notice shall submit a notarized affidavit to attest to such mailing.

~~C.B.~~ **Notice Requirements For ~~Public Information Meeting and~~ Public Hearing**

(1) Content of Notice

The notice shall provide the time and place of hearing or meeting, and shall include the street address of the subject property, or if no street address is available, the distance from the nearest existing intersection in tenths (1/10's) of a mile. The notice shall also provide a brief description of the extent of the subdivision or development project, and if any waiver or modification is required, shall describe the waiver or modification.

(2) Applicant's Submissions

The applicant shall supply the Board with a radius map, drawn to scale and signed by the drawer, showing the entire subject property and all property within the required notice area, together with mailing labels for all parties requiring notice. If a public hearing is held, the applicant shall also supply the Board with certified mail forms and return receipts (directed to the Board), for all parties requiring notice. The actual notice shall be sent by the Board.

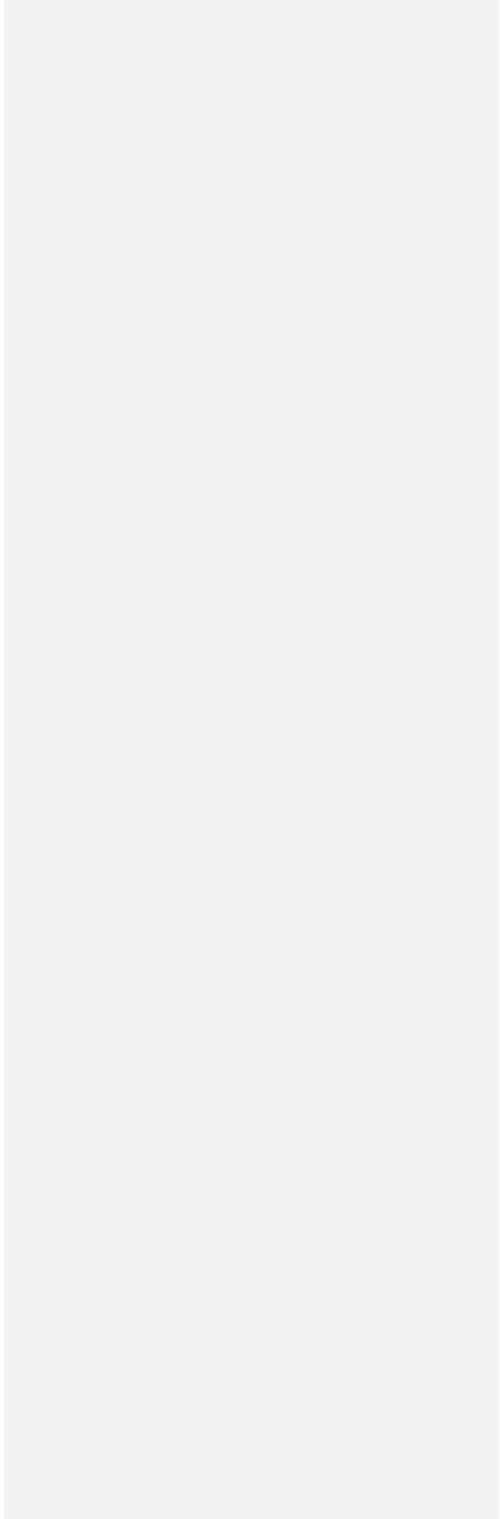
(3) Notice Area

Notice shall be sent ~~by certified mail, return receipt requested,~~ by the Town to the applicant and to:

- (a) all owners of real property whose property is located within two hundred (200) feet of the perimeter of the subject property, if all of the subject property is located in the D, W, LB, or R-6 Zones, or
- (b) all owners of real property whose property is located within three hundred (300) feet of the perimeter of the subject property, if any part of the subject property is located in any zone other than the zones set forth in Subsection "a"

above.

(c) the Town of Warren Planning Board and the Touisset Point Water Trust, referring to the wells of the Touisset Point Water Trust, if the subject property is



located within two thousand feet (2,000') of such wells. Such notice must be sent at least two (2) weeks prior to the hearing or meeting.

(d) the administrative officer of an adjacent town if (1) the notice area extends into the adjacent town, or (2) the development site extends into the adjacent town, or (3) if the Administrative Officer determines that there is a potential for significant negative impact on the adjacent town.

(e) the Kickemuit River Council when subject property is located within the watershed of the Kickemuit River.

(4) Notice cost

The cost of all such notice, including any additional fees for special meetings, shall be borne by the applicant.

8.6 REQUIRED FINDINGS

For all subdivision or development project applications, the approving authority, whether Administrative Officer or Board, shall address each of the general purposes stated in Article 1 of these Regulations and R.I.G.L. Section 45-23-30, and shall make positive findings on each of the following provisions as they apply to the application under review, as part of the proposed project's record prior to approval. Where all findings are positive, approval may not be withheld by the Board. The requirement to address the purposes of these Regulations and make written findings on each of the following provisions shall also apply in the case of a vote to deny an application.

A. Consistency

The proposed development is consistent with the comprehensive community plan and/or has satisfactorily addressed the issues where there may be inconsistencies;

B. Compliance with Zoning Ordinance

The proposed development is in compliance with the standards and provisions of the Town's zoning ordinance;

C. Environmental Impact

There will be no significant negative environmental impacts from the proposed development as shown on the final plan, with all required conditions for approval;

D. Buildable Lot

The subdivision or development project, as proposed, will not result in the creation of individual lots with such physical constraints to development that building on those lots according to

pertinent regulations and building standards would be impracticable. (See definition of Buildable lot). Lots with such physical constraints to development may be created only if identified as permanent open space or permanently reserved for a public purpose on the approved, recorded plans; and

E. Street Access

All proposed development projects and all subdivision lots shall have adequate and permanent physical access to a public street. Lot frontage on a public street without physical access shall not be considered compliance with this requirement.

8.7 WAIVER, MODIFICATION, REINSTATEMENT AND EXTENSION

A. Waiver and/or Modification of Requirements

The Board shall have the power to grant such waivers and/or modifications from the requirements for development project and subdivision approval as may be reasonable and within the general purposes and intents of the provisions for local regulations. The only grounds for such waivers and/or modifications shall be where the literal enforcement of one (1) or more provisions of the regulations is impracticable and will exact undue hardship because of peculiar conditions pertaining to the land in question or where such waiver and/or modification is in the best interest of good planning practice and/or design as evidenced by consistency with the Town's Comprehensive Plan and Zoning Ordinance.

B. Waiver of Development Plan Approval (DPR)

The Board may waive requirements for DPR approval where there is a change in use or occupancy and no extensive construction of improvements is sought. The waiver may be granted only by a decision by the Board finding that the use will not significantly affect existing drainage, circulation, relationship of buildings to each other, landscaping, buffering, lighting and other considerations of development plan approval, and that the existing facilities do not require upgraded or additional site improvements. The application for a waiver of DPR shall include documentation, as required by the Board, on prior use of the site, the proposed use, and its impact.

C. Required Procedure for any Waiver or Modification

The Board may approve, approve with conditions, or deny the request for either a waiver or modification. No waiver or modification may be granted without first being heard as part of either a public information meeting or public hearing as set forth in Section 8.5. The notice for such public information meeting or public hearing shall include a description of the proposed waiver or modification.

D. Reinstatement

When the deadlines set in these Regulations or in conditions of approval are exceeded, the subdivision or development approval is deemed to have expired and shall be rendered invalid. The approval may be reinstated by the Board, upon written application, under the following conditions:

(1) Good Cause - Burden on Applicant

The Applicant shall have no guarantee of reinstatement and shall bear the burden of proof to show that said applicant has proceeded with due diligence and that:

- (a) The subdivision or development is consistent with the Comprehensive Plan, and the Comprehensive Plan has not changed substantially since the time of the original application as it would apply to this subdivision or development.
- (b) These Regulations, the Zoning Ordinance, and all applicable state and federal regulations are substantially the same as they were at the time of original application, as they would apply to this subdivision or development.
- (c) The Zoning Map designation for the subdivision or development has not changed substantially since the time of original application.
- (d) No substantial change to the physical conditions of the subdivision or development or the neighboring property has occurred since the time of original application.

(2) Procedure and Stage of Review

The request for reinstatement shall be in writing, and the Board shall make written findings of fact in approving or denying such request. If reinstated, the applicant shall proceed from the stage previous to where expiration occurred. For example, if preliminary approval had been granted and then expired, then the applicant shall reapply for preliminary approval. If, and only if, reinstatement is granted for a stage of approval, then all previous stages of approval shall automatically be reinstated.

(3) Vesting

There shall be no vesting for any subdivision or development the deadline for which has expired, unless reinstatement is granted, in which case the date of reinstatement shall toll the beginning of any vesting time period.

E. Extension

Prior to expiration of any deadline set forth in these Regulations or in any approval of the Board, an applicant may request an extension thereof in writing. The applicant shall demonstrate to the Board that the factors set forth in subsections D.(1)(a) through D.(1)(d) above have been met. No extension shall be granted for a period of more than one (1) year.

8.8 SIGNING AND RECORDING OF PLATS AND PLANS

A. Signing

All approved final plans and plats for development project and subdivision projects shall be signed by the appropriate Board official with the date of approval. Plans and plats for major development projects and subdivisions shall be signed by the Board chairperson or the secretary of the Board attesting to the approval by the Board. All minor land development or subdivision plans and plats, administrative subdivision plans or plats, or DPR plans, shall be signed by the Board chairperson or secretary or the Board's designated agent.

B. Recording

Upon signature, all plans and plats shall be submitted to the administrative officer prior to recording and filing in the appropriate municipal departments. The material to be recorded for all plans and plats shall include all pertinent plans with notes thereon concerning all the essential aspects of the approved project design, the implementation schedule, special conditions placed on the development by the Town, permits and agreements with state and federal reviewing agencies, and other information as required by the Board.

C. Permanent Records

Other parts of the applications record for subdivisions and development projects, including all meeting records, approved master plan and preliminary plans, site analyses, impact analyses, all legal agreements, records of the public hearing and the entire final approval set of drawings shall be kept permanently by the municipal departments responsible for implementation and enforcement.

D. Emergency Services Notification

The Administrative Officer shall notify the statewide "911" emergency authority and the local police and fire authorities servicing the new plat with the information required by each of the authorities.

8.9 CHANGES TO RECORDED PLATS AND PLANS

A. Amendment Required For All Changes

For all changes to the approved plans of development or subdivision, an amendment of the final plan is required prior to the issuance of any building permit. Any changes approved in the final plan shall be recorded as amendments to the final plan in accordance with the procedure established for recording of plats in Section 8.8.

B. Minor Changes

Minor changes, as defined in subsection "D" below, to a subdivision or development project plan may be approved by the Administrative Officer, whereupon a permit may be issued. Such changes may be authorized without additional public hearings at the discretion of the Administrative Officer. All such changes shall be made part of the permanent record of the project application. This provision shall not prohibit the Administrative Officer from requesting a recommendation from the Board. Denial of the proposed change(s) shall be referred to the Board for review as a major change.

C. Major Changes

Major changes, which are hereby defined as any changes other than minor changes as defined in subsection "D" below, to a subdivision or development project plan may be approved only by the Board and must follow the same review and public hearing process required for preliminary approval of the type (minor subdivision or LDP, major subdivision or LDP, DPR by the Technical Review Committee, or DPR by the Board) of the subdivision or development project which is proposed to be changed.

D. Definition of Minor Changes

A minor changes is hereby defined as any change that does not substantially impact the proposed subdivision or development project or any of the neighboring properties and that meets all of the following criteria:

- (1) There is no increase the number of lots or dwelling units.
- (2) There is no change to any dimension of the plan, including building envelopes, exceeding twenty five percent (25%).
- (3) There is no change to the type of street or driveway.
- (4) There is no change required to any public infrastructure.

8.10 PRECEDENCE OF APPROVALS WITH OTHER LOCAL PERMITTING AUTHORITIES

A. Zoning Board

(1) Variance

Where an applicant requires both a variance from the zoning ordinance and Planning Board approval, and the application is not undergoing unified development review. the applicant shall first obtain an advisory recommendation from the Planning Board, as well as conditional Planning Board approval for the first approval stage for the proposed project, which may be simultaneous, then obtain conditional

Zoning Board relief, and then return to the Planning Board for subsequent required approval(s).

(2) Special Use Permit

Where an applicant requires both a special-use permit under the local zoning ordinance and Planning Board approval, and the application is not undergoing unified development review, the applicant shall first obtain an advisory recommendation from the Planning Board, as well as conditional Planning Board approval for the first approval stage for the proposed project, which may be simultaneous, then obtain a conditional special use permit from the Zoning Board, and then return to the Planning Board for subsequent required approval(s).

B. Town council

Where an applicant requires both Planning Board approval and council approval for a zoning ordinance or zoning map change, the applicant shall first obtain an advisory recommendation on the zoning change from the Planning Board, as well as conditional Planning Board approval for the first approval stage for the proposed project, which may be simultaneous, then obtain a conditional zoning change from the council, and then return to the Planning Board for subsequent required approval(s).

8.11 ~~APPEAL OF PLANNING BOARD ACTION~~ APPEAL FROM DECISION OF ADMINISTRATIVE OFFICER

A. Decisions by the administrative officer approving or denying projects pursuant to RIGL §§ 45-23-38 or 45-23-50 shall not be subject to this section and shall proceed directly to Superior Court as set forth in RIGL §45-23-71.

1. An appeal to the board of appeal from a decision or action of the administrative officer may be taken by an aggrieved party to the extent provided in RIGL §45-23-66. The appeal must be taken within twenty (20) days after the decision has been recorded in the town’s land evidence records and posted in the office of the town clerk.
2. The appeal shall be in writing and state clearly and unambiguously the issue or decision that is being appealed, the reason for the appeal, and the relief sought. The appeal shall either be sent by certified mail, with a return receipt requested, or be hand-delivered to the board of appeal. The town clerk shall accept delivery of an appeal on behalf of the board of appeal.
3. Upon receipt of an appeal, the board of appeal shall require the administrative officer to immediately transmit to the board of appeal, all papers, documents and plans, or a certified copy thereof, constituting the record of the action which is being appealed.

B. Stay. An appeal stays all proceedings in furtherance of the action being appealed.

C. Hearing

1. The board of appeal shall hold a hearing on the appeal within forty-five (45) days of the receipt of the appeal, give public notice of the hearing, as well as due notice to the parties of interest. At the hearing the parties may appear in person, or be represented by an agent or attorney. The board shall

render a decision within ten (10) days of the close of the public hearing. The cost of any notice required for the hearing shall be borne by the applicant.

2. The board of appeal shall only hear appeals of the actions of an administrative officer at a meeting called especially for the purpose of hearing the appeals and which has been so advertised.
3. The hearing, which may be held on the same date and at the same place as a meeting of the zoning board of review, must be held as a separate meeting from any zoning board of review meeting. Separate minutes and records of votes as required by RIGL §45-23-70(d) shall be maintained by the board of appeal.

D. Standards of Review.

1. In instances of the board of appeal's review of an administrative officer's decision, the board of appeal shall not substitute its own judgment for that of the administrative officer but must consider the issue upon the findings and record of the administrative officer. The board of appeal shall not reverse a decision of the administrative officer except on a finding of prejudicial procedural error, clear error, or lack of support by the weight of the evidence in the record.
2. The concurring vote of three (3) of the five (5) members of the board of appeal sitting at a hearing, is necessary to reverse any decision of the administrative officer.
3. In the instance where the board of appeal overturns a decision of the administrative officer, the proposed project application is remanded to the administrative officer, at the stage of processing from which the appeal was taken, for further proceedings before the administrative officer and/or for the final disposition, which shall be consistent with the board of appeal's decision.
4. The board of appeal shall keep complete records of all proceedings including a record of all votes taken, and shall put all decisions on appeals in writing. The board of appeal shall include in the written record the reasons for each decision.

A. The Board of Appeal

As authorized by the Zoning Ordinance and pursuant to state law, the Zoning Board shall be the Board of Appeal to hear appeals of decisions of the Planning Board or the Administrative Officer on matters of review and approval of subdivision or development project.

B. Right of Appeal

An appeal from any decision of the Board or Administrative Officer may be taken to the Board of Appeal by an aggrieved party, as defined in Article 10. Appeals from a decision granting or denying approval of a final plan shall be limited to elements of such approval or disapproval not contained in the decision reached by the Planning Board at the preliminary stage, providing that a public hearing has been held on the plan pursuant to Section 8.5.

C. Process of Appeal

(1) Time Period and Standing

An appeal to the Board of Appeal from a decision or action of the Board or Administrative Officer may be taken by an aggrieved party, to the extent provided in

~~Section 8.11B. Such appeal must be taken within twenty (20) days after the decision has been filed and posted in the office of the Town Clerk.~~

~~**(2) Form and Content of Appeal**~~

~~The appeal shall be in writing and shall state clearly and unambiguously the issue or decision which is being appealed, the reason for the appeal, and the relief sought. The appeal shall either be sent by certified mail, with a return receipt requested, or shall be hand-delivered to the Board of Appeal. The Town Clerk shall accept delivery of an appeal on behalf of the Board of Appeal. Two copies of the appeal shall be filed, and the Town Clerk shall immediately transmit one copy to the Zoning Enforcement Officer and the other copy to the Administrative Officer.~~

~~**(3) Transmittal of Record**~~

~~Upon receipt of an appeal, the Board of Appeal shall require the Planning Board or Administrative Officer to transmit forthwith to the Board of Appeal, all papers, documents and plans, or a certified copy thereof, constituting the record of the action which is being appealed.~~

~~**D. Stay of Proceedings**~~

~~An appeal shall stay all proceedings in furtherance of the action being appealed.~~

~~**E. Public Hearing**~~

~~**(1) Time Limits and Notice**~~

~~The Board of Appeal shall hold a public hearing on the appeal within forty-five (45) days of the receipt of the appeal, give public notice thereof, as well as due notice to the parties of interest. At the hearing any party may appear in person, or may be represented by an agent or attorney. The Board of Appeal shall render a decision within ten (10) days of the close of the public hearing.~~

~~**(2) Cost**~~

~~The cost of any notice required for the hearing shall be borne by the appellant.~~

~~**(3) Special Meeting Required**~~

~~The Board of Appeal shall only hear appeals of the actions of the Planning Board or Administrative Officer at a meeting called especially for the purpose of hearing such appeals and which has been so advertised. The hearing, which may be held on the same date and at the same place as a meeting of the Zoning Board of Review, must be held as a separate meeting from any Zoning Board of Review meeting. Separate minutes and records of votes shall be maintained by the Board of Appeal.~~

F. Standards of Review**(1) Upon Findings and Record**

~~In instances of a Board of Appeal's review of a Planning Board or Administrative Officer's decision on matters subject to this chapter, the Board of Appeal shall not substitute its own judgment for that of the Planning Board or the Administrative Officer but must consider the issue upon the findings and record of the Planning Board or Administrative Officer. The Board of Appeal shall not reverse a decision of the Planning Board or Administrative Officer except on a finding of prejudicial procedural error, clear error, or lack of support by the weight of the evidence in the record.~~

(2) Required Vote

~~The concurring vote of three (3) of the five (5) members of the Board of Appeal sitting at a hearing shall be necessary to reverse any decision of the Planning Board or Administrative Officer~~

(3) Required Records

~~The Board of Appeal shall keep complete records of all proceedings including a record of all findings and votes taken, and shall put all decisions on appeals in writing. The Board of Appeal shall include in the written record the reasons for each decision.~~

G. Remand to Board

~~In the instance where the Board of Appeal overturns a decision of the Planning Board or Administrative Officer, the proposed application shall be remanded to the Planning Board or administrative officer, at the stage of processing from which the appeal was taken, for further proceedings before the Planning Board or Administrative Officer and/or for the final disposition, which shall be consistent with the Board of Appeals decision.~~

8.12 APPEALS OF BOARD OF APPEALS TO SUPERIOR COURT**8.12**

- a. An aggrieved party may appeal a decision of the board of appeal, a decision of an administrative officer made pursuant to RIGL §§ 45-23-38 or §45-23-50 where authorized to approve or deny an application, a decision of the technical review committee, where authorized to approve or deny an application, or a decision of the planning board, to the Superior Court for Providence and Bristol Counties by filing a complaint stating the reasons of for the appeal within twenty (20) days after the decision has been recorded and posted in the office of the town clerk. Recommendations by any public body or officer under this chapter are not appealable under this section. The authorized permitting authority shall file the original documents acted upon by it and constituting the record of the case appealed from, or certified copies of the original documents, together with any other facts that may be pertinent, with the clerk of the court within thirty (30) days after being served with a copy of the complaint. When the complaint is filed by someone other than the original applicant or appellant, the original applicant or appellant and the planning board shall be made

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parties to the proceedings. No responsive pleading is required for an appeal filed pursuant to this section. The appeal does not stay proceedings upon the decision appealed from, but the court may, in its discretion, grant a stay on appropriate terms and make any other orders that it deems necessary for an equitable disposition of the appeal.

- b. Appeals from a decision granting or denying approval of a final plan shall be limited to elements of the approval or disapproval not contained in the decision reached by the planning board at the preliminary stage; providing that, a public hearing has been held on the plan, if required pursuant to this chapter.
- c. The review shall be conducted by the superior court without a jury. The court shall consider the record of the hearing before the planning board and, if it appears to the court that additional evidence is necessary for the proper disposition of the matter, it may allow any party to the appeal to present evidence in open court, which evidence, along with the report, shall constitute the record upon which the determination of the court shall be made.
- d. The court shall not substitute its judgment for that of the planning board as to the weight of the evidence on questions of fact. The court may affirm the decision of the board of appeal or remand the case for further proceedings, or may reverse or modify the decision if substantial rights of the appellant have been prejudiced because of findings, inferences, conclusions or decisions which are:
 - 1. In violation of constitutional, statutory, ordinance or planning board regulations provisions;
 - 2. In excess of the authority granted to the planning board by statute or ordinance;
 - 3. Made upon unlawful procedure;
 - 4. Affected by other error of law;
 - 5. Clearly erroneous in view of the reliable, probative, and substantial evidence of the whole record;
or
 - 6. Arbitrary or capricious or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

8.13 UNIFIED DEVELOPMENT REVIEW

- a. Review of projects submitted under this section shall adhere to the procedures, timeframes and standards of the underlying category of the project as set forth in these regulations, but shall also include the following procedures:
 - 1. Minor subdivisions and land-development projects. Except for dimensional relief granted by modification, requests for variances and/or for the issuance of special-use permits related to minor subdivisions and land-development projects shall be submitted as part of the application materials for the preliminary plan stage of review or if combined, for the first stage of reviews. A public hearing on the application, including any variance and special-use permit requests that meets the requirements of subsection [(5)] of this section shall be held prior to consideration of the preliminary plan by the planning board. The planning board shall conditionally approve or deny the request(s) for the variance(s) and/or special-use permit(s) before considering the preliminary plan application for the minor subdivision or land-development project. Approval of the

variance(s) and/or special-use permit(s) shall be conditioned on approval of the final plan of the minor subdivision or land-development project.

2. Development plan review. Except for dimensional relief granted by modification, requests for relief from the literal requirements of the zoning ordinance and/or for the issuance of special-use permits related to development plan review projects shall be submitted as part of the application materials for first stage of review. A public hearing on the application, including any variance and special-use permit requests that meets the requirements of subsection [(5)] of this section shall be held prior to consideration of the preliminary plan by the planning board; see RIGL §45-23-50(d)(1)(ii). The planning board shall conditionally approve or deny the request(s) for the variance(s) and/or special-use permit(s) before considering the preliminary plan application for the development plan review project. Approval of the variance(s) and/or special-use permit(s) shall be conditioned on approval of the final stage of review of the development plan review project.

3. Major subdivisions and land-development projects.

i. Master plan. Except for dimensional relief granted by modification, requests for variances for relief from the literal requirements of the zoning ordinance and/or for the issuance of a special-use permit related to major subdivisions and land-development projects shall be submitted as part of the application materials for the master plan stage of review, or if combined, the first stage of review. A public hearing on the application, including any variance and special-use permit requests that meets the requirements of subsection (e) of this section, shall be held prior to consideration of the master plan by the planning board. The planning board shall conditionally approve or deny the requests for the variance(s) and/or special-use permit(s) before considering the master plan application for the major subdivision or land-development project. Approval of the variance(s) and/or special-use permit(s) shall be conditioned on approval of the final plan of the major subdivision or land-development project.

ii. Preliminary plan. During the preliminary plan stage of review, applicants shall have the ability to request alteration of any variance(s) and/or special-use permit(s) granted by the planning board during the master plan stage of review, and/or to request new variance(s) and/or special-use permit(s), based on the outcomes of the more detailed planning and design necessary for the preliminary plan. If necessary, the applicant shall submit such requests and all supporting documentation along with the preliminary plan application materials. If the applicant requests new or additional zoning relief at this stage a public hearing on the application, that meets the requirements of subsection [(5)] of this section, shall be held prior to consideration of the preliminary plan by the planning board. The planning board shall conditionally approve, amend, or deny the requests for alteration(s), new variance(s) and/or new special-use permit(s), before considering the preliminary plan application for the major subdivision or land-development project. Approval of the alteration(s), new variance(s), and/or new special-use permit(s) shall be conditioned on approval of the final plan of the major subdivision or land-development project. If the planning board denies the request for alteration(s), new variance(s), and/or new special-use permit(s), the planning board shall have the option of remanding the application back to the master plan stage of review. Alternatively, if the planning board denies the request for alteration(s), new variance(s),

and/or new special-use permit(s), the applicant may consent to an extension of the applicable decision deadline so that additional information can be provided and reviewed by the planning board.

4. Decision. The time periods by which the planning board must approve or deny applications for variances and special-use permits under the unified development review provisions of the local regulations shall be the same as the time periods by which the board must make a decision on the applicable review stage of the category of project under review.
5. Unless otherwise provided in this chapter all under this section shall require a single public hearing, held pursuant to subsection [(a)(1)] of this section. The public hearing must meet the following requirements:
 - i. Public hearing notice shall adhere to the requirements found in RIGL §45-23-42(b).
 - ii. The notice area for notice of the public hearing shall be as set forth in Sec. 8.5, and notice of the public hearing shall be sent by the administrative officer to the administrative officer of an adjacent municipality if: (1) the notice area extends into the adjacent municipality; or (2) the development site extends into the adjacent municipality; or (3) there is a potential for significant negative impact on the adjacent municipality. Additional notice within watersheds shall also be sent as required in RIGL §45-23-53(b) and (c).
 - iii. Public notice shall indicate that dimensional variance(s), use variance(s) and/or special-use permit(s) are to be considered for the subdivision and/or land-development project.
 - iv. The cost of all public notice is to be borne by the applicant.
6. The time periods by which the permitting authority must approve, approve with conditions or deny requests for variances and special-use permits under the unified development review provisions of a zoning ordinance shall be the same as the time periods by which the planning board must make a decision on the applicable review stage of the underlying type of project under review.
7. The expirations period of an approval of a variance or special use permit granted under this section shall be the same as those set forth in the statute for the underlying type of project under review.
8. Decisions under this section, including requests for the variance(s) and/or special-use permits that are denied by the planning board may be appealed pursuant to RIGL § 45-23-71.

~~An appeal from a decision of the Board of Appeal may be taken by an aggrieved party to the Superior Court for Providence and Bristol Counties.~~

~~A. Procedure For Appeal~~

~~An aggrieved party may appeal a decision of the Board of Appeal, to the Superior Court, by filing a complaint setting forth the reasons of appeal within twenty (20) days after the decision has been recorded and posted in the office of the Town Clerk. The Board of Appeal shall file the original documents acted upon by it and constituting the record of the case appealed from, or certified copies thereof, together with such other facts as may be pertinent, with the clerk of the~~

~~Amended Feb 8, 2024~~

~~court within thirty (30) days after being served with a copy of the complaint. When the complaint is filed by someone other than the original applicant or appellant, such original applicant or appellant and the members of the Planning Board shall be made parties to the proceedings. The appeal shall not stay proceedings upon the decision appealed from, but the court may, in its discretion, grant a stay on appropriate terms and make such other orders as it deems necessary for an equitable disposition of the appeal.~~

~~B. Evidence Before the Court~~

~~The review shall be conducted by the Superior Court without a jury. The court shall consider the record of the hearing before the Planning Board and, if it shall appear to the court that additional evidence is necessary for the proper disposition of the matter, it may allow any party to such appeal to present such evidence in open court, which evidence, along with the report, shall constitute the record upon which the determination of the court shall be made.~~

~~C. Standard of Review~~

~~The court shall not substitute its judgment for that of the Planning Board as to the weight of the evidence on questions of fact. The court may affirm the decision of the Board of Appeal or remand the case for further proceedings, or may reverse or modify the decision if substantial rights of the appellant have been prejudiced because of findings, inferences, conclusions or decisions which are:~~

- ~~(1) In violation of constitutional, statutory, ordinance provisions, or provisions of these Regulations;~~
- ~~(2) In excess of the authority granted to the Planning Board by statute or ordinance;~~
- ~~(3) Made upon unlawful procedure;~~
- ~~(4) Affected by other error of law;~~
- ~~(5) Clearly erroneous in view of the reliable, probative, and substantial evidence of the whole record; or~~
- ~~(6) Arbitrary or capricious or characterized by abuse of discretion or clearly unwarranted exercise of discretion.~~

ARTICLE 9

ADOPTION, AMENDMENT AND APPEAL OF REGULATIONS

9.1 AUTHORITY TO ADOPT

The Planning Board is empowered by Ordinance Number 1983-11, §2, of the Town of Bristol, adopted by the Bristol Town Council on August 31, 1983, [and by RIGL 45-23-51](#), to adopt, modify, and amend rules and regulations governing and restricting the platting or subdivision or development of land within the Town.

9.2 PROCEDURE FOR ADOPTION AND AMENDMENT

The Planning Board shall consider any amendments to these Regulations. Provisions of these Regulations and appendices shall be set forth in text and may incorporate maps and other technical and graphic material. These Regulations, and all the amendments thereto, shall be consistent with all provisions of the Rhode Island Development Review Act of 1992 (Chapter 23 of Title 45 of the General Laws of Rhode Island, as amended), the Rhode Island Zoning Enabling Act of 1991 (Chapter 24 of Title 45 of the General Law of Rhode Island, as amended), as well as the Bristol Comprehensive Plan and the Bristol Zoning Ordinance.

A. Receiving Officer

Other than for proposals originated by the Planning Board, the Administrative Officer shall be the officer to receive a proposal for amendment to these Regulations. Upon receipt of such proposal, the Administrative Officer shall refer such proposal to the Planning Board for study.

B. Referral to Town Council

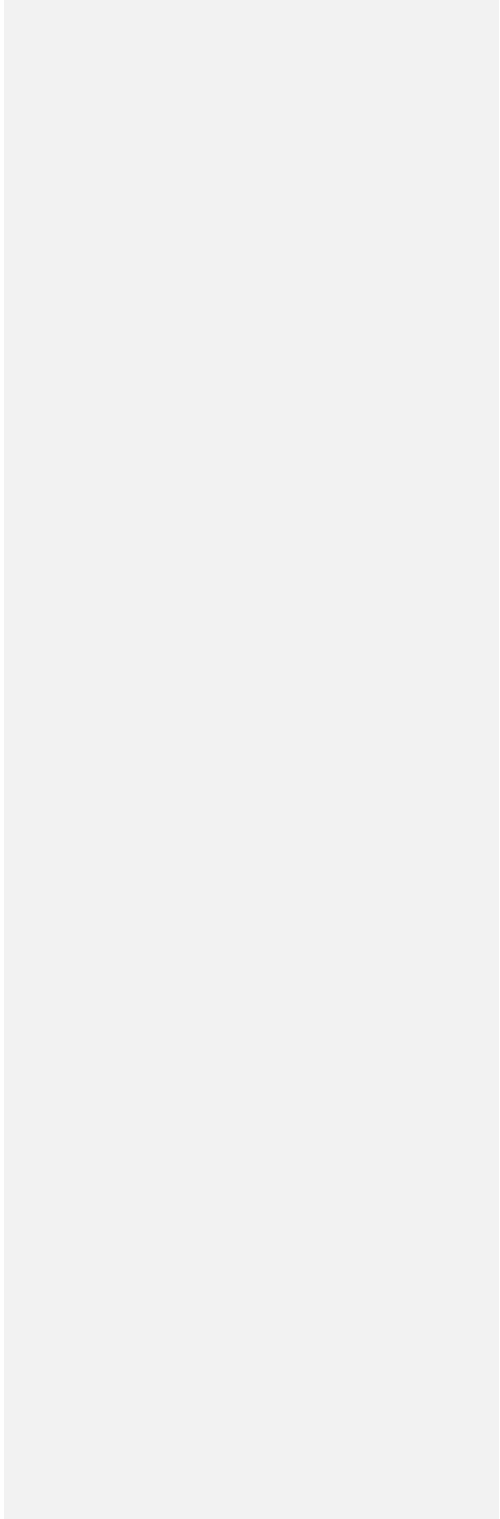
In addition to the notice and hearing requirements set forth in Section 9.3, ~~any amendment to these Regulations shall be referred to the Town Council within thirty (30) days of adoption for their~~ [these Regulations shall not be adopted, repealed, or amended until after such proposal has been referred to the Town Council for advice and comment. The Town Council shall have forty-five \(45\) days after receipt of the proposal to comment to the Planning Board, giving its recommendations](#) which shall be advisory to the Planning Board.

9.3 PUBLIC HEARING AND NOTICE REQUIREMENTS

A. Public Hearing

No local regulations shall be adopted, repealed, or amended until after a public hearing has been held upon the question before the Planning Board. At this hearing opportunity shall be given to all persons interested to be heard upon the matter of the proposed regulations. The proposal may be altered or amended prior to the close of the public hearing without further advertising, as a result of further study or because of the views expressed at the public hearing. However, any

such alteration or amendment must be presented for comment in the course of said hearing.



B. Newspaper Notice

The Planning Board shall first give notice of the public hearing by publication of notice in a newspaper of ~~general~~ local circulation within the Town at least once each week for three (3) successive weeks prior to the date of the hearing, which may include the week in which the hearing is to be held, ~~but shall not include the day of the hearing. The same notice shall be posted in the town clerk's office and one other municipal building and the town shall make the notice accessible on its municipal home page of its website at least fourteen (14) days prior to the hearing. The newspaper notice shall be published as a display advertisement, using a type-size at least as large as the normal type size used by the newspaper in its news articles.~~

C. Notice Contents

All notices, whether newspaper, posted, or mailed, shall:

- (1) Specify the place of said hearing and the date and time of its commencement;
- (2) Indicate that adoption, amendment or repeal of local regulations is under consideration;
- (3) Contain a statement of the proposed amendments to the regulations that may be printed once in its entirety, or may summarize or describe the matter under consideration;
- (4) Advise those interested where and when a copy of the matter under consideration may be obtained or examined and copied; and
- (5) State that the proposals shown thereon may be altered or amended prior to the close of the public hearing without further advertising, as a result of further study or because of the views expressed at the public hearing. Any such alteration or amendment must be presented for comment in the course of said hearing.

D. Mail Notice

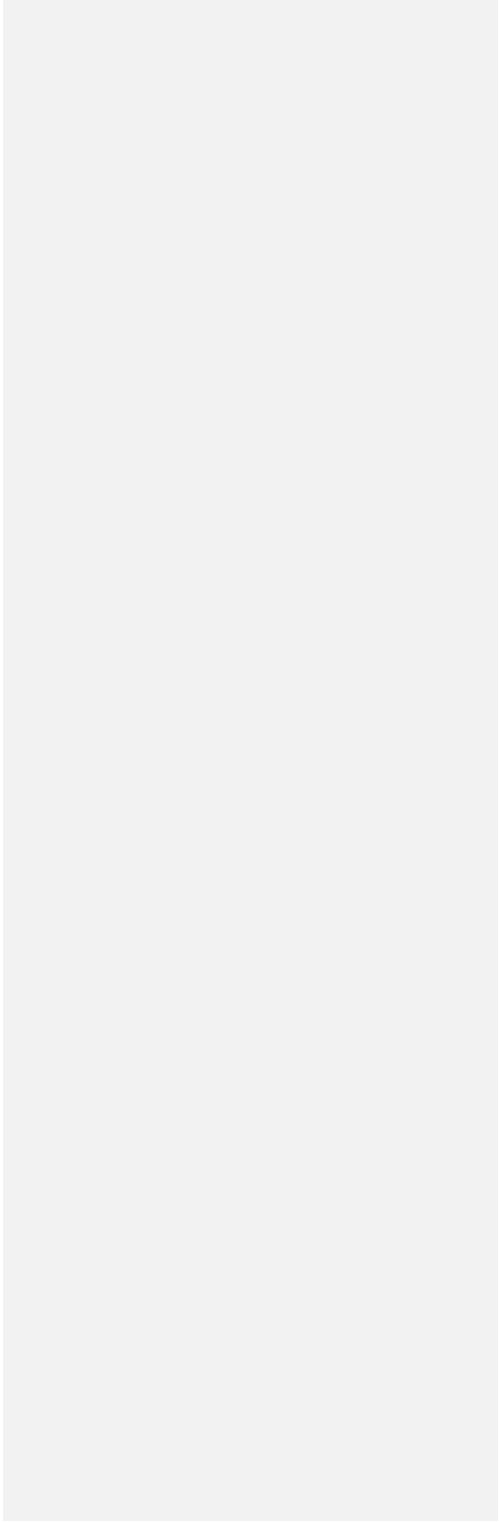
Notice of the public hearing, which may be a copy of the newspaper notice, shall also be sent, at least two (2) weeks prior to the hearing, by first class mail to:

- (1) The Associate Director of the Division of Planning of the Rhode Island Department of Administration, and
- (2) The Town of Warren Planning Board and the Touisset Point Water Trust, referring to the wells of the Touisset Point Water Trust that are located within two thousand feet (2,000') of the boundary of the Town of Bristol.

E. Defects

No defect in the form of any notice under this section shall render any regulations invalid, unless

such defect is found to be intentional or misleading.



9.4 APPEALS TO SUPERIOR COURT

A. Time Period, Standing and Stay

An appeal of an enactment of or an amendment to these Regulations may be taken to the Superior Court for Providence and Bristol Counties by filing a complaint, as set forth herein, within thirty (30) days after such enactment, or amendment has become effective. The appeal may be taken by any legal resident or landowner of the Town or by any association of residents or landowners of the Town. The appeal shall not stay the enforcement of these Regulations, as enacted or amended, but the court may, in its discretion, grant a stay on appropriate terms, which may include the filing of a bond, and make such other orders as it deems necessary for an equitable disposition of the appeal. Pursuant to R.I.G.L. 45-23-73, the court shall, at the request of either party, advance the case, so that the matter shall be afforded precedence on the calendar and shall thereupon be heard and determined with as little delay as possible.

B. Grounds for Appeal

The complaint shall set forth with specificity the area or areas in which the enactment or amendment is not consistent with the Comprehensive Planning Act, R.I.G.L. 45-22.2-1 *et. seq.*; the Zoning Enabling Act of 1991, R.I.G.L. 45-24-27 *et. seq.*; the Bristol Comprehensive Plan; or the Bristol Zoning Ordinance.

C. Review by Court

The review shall be conducted by the court without a jury. The court shall consider whether the enactment or amendment of the local regulations is consistent with the Comprehensive Planning Act, the Zoning Enabling Act of 1991, the Development Review Act of 1992, the Comprehensive Plan, and the Zoning Ordinance. If the enactment or amendment is not consistent, then the court shall invalidate the enactment or the amendment, or those parts of such enactment or amendment which are not consistent. The court shall not revise the local regulations to be consistent, but may suggest appropriate language as part of the court decision.

D. Attorneys Fees

The court may in its discretion, upon motion of the parties or on its own motion, award reasonable attorney's fees to any party to an appeal as set forth herein, including a municipality.

9.5 PENDING APPLICATIONS

A. Final Plan Recorded

Any subdivision or development project which has had its final plan legally recorded shall not have its final plan be subject to these Regulations, unless the applicant fails to meet a required deadline or seeks to make a change in the subdivision or development project.

B. Final Approval Received

Any subdivision or development project which has received final approval shall be subject to the regulations under which it was adopted for ninety (90) days from the effective date of these Regulations (the "Effective Date"). If the final plan is not recorded within ninety (90) days of the Effective Date, such subdivision or development project shall be subject to these Regulations as to procedure; but shall remain subject to the regulations under which it was adopted, as to substance, for one (1) year from the Effective Date.

C. Preliminary Approval Received

Any subdivision or development project which has received preliminary approval shall be subject to these Regulations as to procedure as of the Effective Date. However, such subdivision or development project shall be subject to the regulations under which it was adopted, as to substance, for one (1) year from the Effective Date. If final approval is not received within one (1) year of the Effective Date, such subdivision or development project shall be subject to these Regulations as to both substance and procedure.

D. Phased Approval Received

Notwithstanding subsections A, B, and C above, any subdivision or development project which has received final approval for multiple phases shall be subject to these Regulations as to procedure as of the Effective Date. However, each phase of the subdivision or development project shall be subject to the regulations under which it was adopted, as to substance, until such time as such phase was scheduled to be completed as set forth in the Planning Board decision. If no such time was specified, then it shall be for a period of three (3) years from the Effective Date.

E. Option

At the option of the applicant, any subdivision or development project which would otherwise be subject to prior regulations, for either substance or procedure, may be transferred to review under these Regulations.

9.6 SEVERABILITY

If any provision of these Regulations or of any rule, decision or determination made thereunder, or the application thereof to any person, agency or circumstances, is held invalid by a court of competent jurisdiction, the remainder of the Regulation, rule, decision, or determination and the application of such provisions to other persons, agencies, or circumstances shall not be affected thereby. The invalidity of any section or sections of these Regulations shall not affect the validity of the remainder of these Regulations.

9.7 EFFECTIVE DATE

These Regulations shall become effective upon passage by the Planning Board as of September 27, 1995, and as amended through ~~September 8, 2009~~ [January X, 2024](#).

ARTICLE 10
DEFINITIONS

10.1 TERMS DEFINED

Where words or terms used in these Regulations are defined in the Zoning Ordinance, they shall have the meanings stated therein. In addition, the following words shall have the following meanings.

Administrative Officer. ~~The municipal official(s) designated by the local regulations to administer the land development and subdivision regulations to review and approve qualified applications and/or coordinate with local boards and commissions, municipal staff, and state agencies as set forth herein. The administrative officer may be a member, or the chair, of the planning board, an employee of the municipal planning or zoning departments, or an appointed official of the municipality. See § 45-23-55.~~ The municipal official designated to administer the land development and subdivision regulations and to coordinate with local boards and commissions, municipal staff and state agencies.

Administrative Subdivision. ~~Re-subdivision of existing lots which yields no additional lots for development, and involves no creation or extension of streets. Such re-subdivision shall only involve divisions, mergers, mergers and division, or adjustments of boundaries of existing lots.~~ Subdivision of existing lots that yields no additional lots for development, and involves no creation or extension of streets. This subdivision only involves division, mergers, mergers and division, or adjustments of boundaries of existing lots. The process by which an administrative officer or municipal planning board or commission reviews any subdivision qualifying for this review is set forth in § 45-23-37.

Aggrieved Party. An aggrieved party, for purposes of these Regulations, shall be:

- (a) Any person or persons or entity or entities who can demonstrate that their property will be injured by a decision of any officer or agency responsible for administering the Subdivision and Development Review Regulations of the Town; or,
- (b) Anyone requiring notice pursuant to these Regulations.

Applicant. Any person, firm, partnership, corporation or other legal entity holding title to real estate which is subject to these regulations and who applies to the Planning Board for a decision under these regulations.

Bioretention. A water quality practice that utilizes vegetation and soils to treat urban stormwater runoff by collecting it in shallow depressions, before filtering through an engineered bioretention planting soil media.

Board of Appeal. ~~The local review authority for appeals of actions of the administrative officer, which shall be the local zoning board of review constituted as the board of appeal. See § 45-23-57.~~ The local review authority for appeals of actions of the Administrative Officer and the Planning Board on matters of land development or subdivision, which shall be the Zoning Board of Review constituted as the Board of Appeal.

Buildable lot. A lot where construction for the use(s) permitted on the site under the local zoning ordinance is considered practicable by the planning board, considering the physical constraints to development of the site as well as the requirements of the pertinent federal, state and local regulations.

Buffer. Land which is maintained in either a natural or landscaped state, and is used to screen and/or mitigate the impacts of development on surrounding areas, properties, or rights-of-way.

Certificate of completeness. A notice issued by the administrative officer informing an applicant that the application is complete and meets the requirements of the municipality's regulations and that the applicant may proceed with the [approval-review](#) process.

Concept plan. A drawing with accompanying information showing the basic elements of a proposed land development plan or subdivision as used for pre-application meetings and early discussions, and classification of the project within the approval process.

Consistency with the comprehensive plan. A requirement of all local land use regulations which means that all such regulations and subsequent actions shall be in accordance with the public policies arrived at through detailed study and analysis and adopted by the Town as the Comprehensive Community Plan as specified in Section 45-22.2-3 of the Rhode Island General Laws.

Days. Calendar days.

Dedication, fee-in-lieu-of. Payments of cash which are authorized in these Regulations when requirements for mandatory dedication of land are not met because of physical conditions of the site or other reasons

Design Standards. Standards that set forth specific improvement requirements.

Design Storm. Precipitation event for which the capacity of a best management practice is sized and designed. Design storms are expressed in terms of Type III, 24-hour events (i.e., 1-year, 10-year, and 100-year storms).

Detention. The temporary storage of storm runoff in a BMP with the goals of controlling peak discharge rates.

Detention Structure. A structure constructed for the purpose of temporary storage of surface runoff and gradual release of stored water at controlled rates.

Development Plan Review (DPR).

[Design or site plan review of a development of a permitted use. A municipality may utilize development plan review under limited circumstances to encourage development to comply with design and/or performance standards of the community under specific and objective guidelines, for developments including, but not limited to:](#)

- [\(i\) A change in use at the property where no extensive construction of improvements is sought;](#)
- [\(ii\) An adaptive reuse project located in a commercial zone where no extensive exterior construction of improvements is sought;](#)
- [\(iii\) An adaptive reuse project located in a residential zone which results in less than nine \(9\) residential units;](#)
- [\(iv\) Development in a designated urban or growth center;](#)
- [\(v\) Institutional development design review for educational or hospital facilities; or](#)
- [\(vi\) Development in a historic district.](#)

~~The process whereby authorized local officials review the site plans, maps, and other documentation of a development to determine the compliance with the stated purposes and standards of the ordinance and these Regulations. (See Article VI of the Zoning Ordinance). Previously referred to a Site Plan~~

Review.

Development Project. Collectively refers to Development Plan Review and Land Development Project.

Disturbed Area. An area in which the natural vegetative soil cover has been removed or altered and, therefore, is susceptible to erosion.

Division of land. A subdivision.

Drainage System. A system for the removal of water from land by drains, grading, or other appropriate means. These techniques may include runoff controls to minimize erosion and sedimentation during and

after construction or development, the means for preserving surface and groundwater, and the prevention and/or alleviation of flooding.

Easement. A grant of one or more of the property rights by the owner to, or for the use by, the public or another person or entity.

Environmental constraints. Natural features, resources, or land characteristics that are sensitive to change and may require conservation measures or the application of special development techniques to prevent degradation of the site, or may require limited development, or in certain instances, may preclude development. See also “physical constraints to development”.

Erosion. 1. The wearing away of the land surface by running water, wind, ice, or other geological agents, including such processes as gravitational creep. 2. Detachment and movement of soil or rock fragments by water, wind, ice or gravity.

Erosion and Sediment Control (ESC). A device placed, constructed on, or applied to the landscape that prevents or curbs the detachment of soil, its movement, and/or deposition.

Final plan. The final stage of land development and subdivision review.

Final plat. The final drawings(s) of all or a portion of a subdivision to be recorded after approval by the Planning Board and any accompanying material as described in these Regulations and/or required by the Planning Board.

Flag lot. A lot not meeting minimum frontage requirements, with the bulk of the property lying to the rear of other lots, and where access to the public road is by a narrow strip of land.

Governing body. The body of the local government, generally the Town Council, having the power to adopt ordinances and accept public dedications.

Groundwater Recharge. The process by which water that seeps into the ground, eventually replenishing groundwater aquifers and surface waters such as lakes, streams, and the oceans. This process helps maintain water flow in streams and wetlands and preserves water table levels that support drinking water supplies.

Groundwater Recharge Volume (Re_v). - The post-development design recharge volume (i.e., on a storm event basis) required to minimize the loss of annual pre-development groundwater recharge. The Re_v is determined as a function of annual pre-development recharge for site-specific soils or surficial materials, average annual rainfall volume, and amount of impervious cover on a site.

Impervious Cover. Those surfaces that cannot effectively infiltrate rainfall consisting of surfaces such as building rooftops, pavement, sidewalks, driveways, compacted gravel (e.g., driveways and parking lots).

Improvement. Any natural or built item which becomes part of, is placed upon, or is affixed to, real estate.

Improvement guarantee. A security instrument accepted by the Town to ensure that all improvements, facilities, or work required by the land development and subdivision regulations, or required by the municipality as a condition of approval, will be completed in compliance with the approved plans and specifications of a development.

Infill. A development site that meets all of the following: the site is currently predominately pervious (less than 10,000 sf of existing impervious cover); it is surrounded (on at least three sides) by existing development (not including roadways); the site is served by a network of existing infrastructure and does not require the extension of utility lines or new public road construction to serve the property; and the site is one (1) acre or less where the existing land use is commercial, industrial, institutional, governmental, recreational, or multifamily residential.

Infiltration Practices. Stormwater treatment practices designed to capture stormwater runoff and infiltrate it into the ground over a period of days.

Infiltration Rate (f_c). The rate at which stormwater percolates into the subsoil measured in inches per hour.

Land Development Project (LDP). A project in which one or more lots, tracts, or parcels of land or a portion thereof are developed or redeveloped as a coordinated site for one or more uses, units, or structures, including but not limited to, planned development or cluster development for residential, commercial, institutional, recreational, open space, or mixed uses. ~~A project in which one or more lots, tracts, or parcels of land are to be developed or redeveloped as a coordinated site for a complex of uses, units, or structures, including, but not limited to, planned development and/or cluster development for residential, commercial, institutional, recreational, open space, and/or mixed uses as may be provided for in Article IX of the Zoning Ordinance. Previously referred to as Planned Unit Development (PUD).~~

Limit of Disturbance. Line delineating the boundary of the area to be disturbed during a development or redevelopment project. Area outside this boundary shall not be touched.

Low Impact Development (LID). Low impact development is a site planning and design strategy intended to maintain or replicate predevelopment hydrology through the use of site planning, source control, and small-scale practices integrated throughout the site to prevent, infiltrate and manage runoff as close to its source as possible.

Lot for development. A lot which is legally suitable for development not including any lot which is to be donated to the Town, the Rhode Island Department of Environmental Management, or any recognized conservation organization provided that such lot shall be conveyed with appropriate access and deed restrictions forbidding any development thereon.

Maintenance guarantee. Any security instrument which may be required and accepted by the Town to ensure that necessary improvements will function as required for a specific period of time.

Major land development plan. A land development project which exceeds the thresholds for a minor land development project as set forth in this section. ~~Any land development project, pursuant to Article IX of the Zoning Ordinance.~~

Major subdivision. A subdivision creating ten (10) or more buildable lots.~~Any subdivision not classified as either an administrative subdivision or a minor subdivision.~~

Master plan. ~~An overall plan for a proposed project site outlining general, rather than detailed, development intentions. It describes the basic parameters of a major development proposal, rather than giving full engineering details. Required in major land development or major subdivision review only. It is the first formal review step of the major land development or major subdivision process and the step in the process in which the public hearing is held (see §45-23-39).~~ A overall plan for a proposed project site outlining general, rather than detailed, development intentions. It describes the basic parameters of a major development proposal, rather than giving full engineering details. Required in major land development or major subdivision review.

Minor land development project. A land development project involving any one of the following:

- H. Seven thousand five hundred (7,500) gross square feet of floor area of new commercial, manufacturing or industrial development; or less, or
- I. An expansion of up to fifty percent (50%) of existing floor area or up to ten thousand (10,000) square feet for commercial, manufacturing, or industrial structures; or
- J. Mixed-use development consisting of up to six (6) dwelling units and two thousand five hundred (2,500) gross square feet of commercial space or less.
- K. Multi-family residential or residential condominium development of nine (9) units or less.
- L. Change in use at the property where no extensive construction of improvements are sought.
- M. An adaptive reuse project of up to twenty-five thousand (25,000) square feet of gross floor area located in a commercial zone where no extensive exterior construction of improvements is sought.
- N. An adaptive reuse project located in a residential zone which results in less than nine (9) residential units.

Minor subdivision. ~~A subdivision of land creating nine (9) or fewer buildable lots. A plan for a subdivision of land consisting of five (5) or fewer units or lots, provided that such subdivision does not require waivers or modifications as specified in this act.~~

Modification of requirements. See Sections 6.8 and 8.7 of these regulations.

Parcel. A lot, or contiguous group of lots in single ownership or under single control and usually considered a unit for purposes of development. Also referred to as a tract.

Parking area or lot. All that portion of a development that is used by vehicles, the total area used for vehicular access, circulation, parking, loading and unloading.

Peak Discharge Rate. The maximum instantaneous rate of flow during a storm, usually in reference to a specific design storm event.

Performance guarantee. Any security instrument which may be required and accepted by the Town to ensure that necessary improvements are installed as required.

Phased development. Development, usually for large-scale projects, where construction of public and/or private improvements proceeds by section(s) subsequent to approval of a master plan for the entire site.

Physical constraints to development. Characteristics of a site or area, either natural or man-made,

which present significant difficulties to construction of the uses permitted on that site, or would require extraordinary construction methods.

Planning Board. The official planning agency of the Town of Bristol.

Planned Development. A “land development project”, as defined herein, and developed according to plan as a single entity and containing one or more structures and/or use with appurtenant common areas.

Plat. A drawing or drawings of a land development or subdivision plan showing the location, boundaries, and lot lines of individual properties, as well as other necessary information as specified in the local regulations.

Pre-application conference. An initial meeting between developers and municipal representatives which affords developers the opportunity to present their proposals informally and to receive comments and directions from the municipal officials and others.

Preliminary plan. [A required stage of land development and subdivision which generally requires engineered drawings. See § 45-23-39.](#)~~The required stage of land development and subdivision review which shall require detailed engineered drawings and all required state and federal permits.~~

Public improvement. Any street or other roadway, sidewalk, pedestrian way, tree, lawn, off-street parking area, drainage feature, or other facility for which the local government or other governmental entity either is presently responsible or will ultimately assume the responsibility for maintenance and operation upon municipal acceptance.

Public ~~informational meeting~~ hearing. A meeting of the planning board preceded by a notice, open to the public, and at which the public shall be heard.

Redevelopment. Any construction, alteration, or improvement that disturbs a total of 10,000 square feet or more of existing impervious area where the existing land use is commercial, industrial, institutional, governmental, recreational, or multifamily residential. Building demolition is included as an activity defined as “redevelopment”, but building renovation is not. Similarly, removing of roadway materials down to the erodible soil surface is an activity defined as “redevelopment,” but simply resurfacing of a roadway surface is not. Pavement excavation and patching that is incidental to the primary project purpose, such as replacement of a collapsed storm drain, is not classified as redevelopment. In general, the requirements in this manual do not apply to projects or portions of projects when the total existing impervious area disturbed is less than 10,000 square feet. However, specific regulatory programs may impose additional requirements. Any creation of new impervious area over portions of the site that are currently pervious is required to comply fully with the requirements of this manual, with the exception of infill projects.

~~**Re-subdivision.** Any change of an approved or recorded subdivision plat or in a lot recorded in the municipal land evidence records, or that affects the lot lines of any areas reserved for public use, or that affects any map or plan legally recorded prior to the adoption of the local land development and subdivision regulations. For the purposes of this act any such action shall constitute a subdivision.~~

Retention. The amount of precipitation on a drainage area that does not escape as runoff. It is the difference between total precipitation and total runoff.

Runoff. the water from rain, snowmelt, or irrigation that flows over the land surface and is not absorbed into the ground, instead flowing into surface waters or land depressions.

Stormwater. Water consisting of precipitation runoff or snowmelt.

Storm water detention. A provision for storage of storm water runoff and the controlled release of such runoff during and after a flood or storm.

Storm water retention. A provision for storage of storm water runoff.

Street. A public or private thoroughfare used, or intended to be used, for passage or travel by motor vehicles. Streets are further classified by the functions they perform.

Street, access to. An adequate and permanent way of entering a lot. All lots of record shall have access to a public street for all vehicles normally associated with the uses permitted for that lot.

Street, alley. A public or private thoroughfare primarily designed to serve as secondary access to the side or rear of those properties whose principal frontage is on some other street.

Street, cul-de-sac. A local street with only one outlet and having an appropriate vehicular turnaround, either temporary or permanent, at the closed end.

Street, limited access highway. A freeway or expressway providing for through traffic. Owners or occupants of abutting property on lands and other persons have no legal right to access, except at such points and in such manner as may be determined by the public authority having jurisdiction over the highway.

Street, private. A thoroughfare established as a separate tract for the benefit of multiple, adjacent properties and meeting specific, municipal improvement standards. This definition shall not apply to driveways.

Street, public. All public property reserved or dedicated for street traffic.

Street, stub. A portion of a street reserved to provide access to future development, which may provide for utility connections.

Street classification. A method of roadway organization which identifies a street hierarchy according to function within a road system, that is, types of vehicles served and anticipated volumes, for the purposes of promoting safety, efficient land use and the design character of neighborhoods and districts. Local classifications shall use the following as major categories:

- (a) **Arterial.** A major street that serves as an avenue for the circulation of traffic into, out of, or around the municipality and carries high volumes of traffic.
- (b) **Collector.** A street whose principal function is to carry traffic between local streets and arterial streets but that may also provide direct access to abutting properties.
- (c) **Local.** Streets whose primary function is to provide access to abutting properties.

Subdivider. Any person who (1) having an interest in land, causes it, directly or indirectly, to be divided into a subdivision or who (2) directly or indirectly sells, leases, or develops, or offers to sell, lease, or develop, or advertises to sell, lease, or develop, any interest, lot, parcel, site, unit, or plat in a subdivision, or who (3) engages directly or through an agent in the business of selling, leasing, developing, or offering for sale, lease, or development a subdivision or any interest, lot, parcel, site, unit, or plat in a subdivision.

Subdivision. The division of a lot, tract or parcel of land into two or more lots, tracts, or parcels or any adjustment to existing lot lines is considered a subdivision. The division or re-division, of a lot, tract or parcel of land into two or more lots, tracts, or parcels. Any adjustment to existing lot lines of a recorded lot by any means shall be considered a subdivision. All re-subdivision activity shall be considered a subdivision. The division of property for purposes of financing constitutes a subdivision.

Technical review committee (TRC). A committee appointed by the Planning Board for the purposes of: reviewing, commenting, and making recommendations to the Planning Board with respect to approval of land development and subdivision applications; and, conducting development plan reviews. See Section 7.4.

Temporary improvement. Improvements built and maintained by a developer during construction of a development project and prior to release of the improvement guarantee, but not intended to be permanent.

Vested rights. The right to initiate or continue the development of an approved project for a specified period of time, under the regulations that were in effect at the time of approval, even if, after the approval, the regulations change prior to the completion of the project.

Waiver of requirements. See Sections 6.8 and 8.7 of these regulations.

APPENDIX A

PREAPPLICATION CONFERENCE AND CONCEPT REVIEW

APPLICATION AND CHECKLIST FOR:

Administrative Subdivision (Optional by Town or Applicant)

Minor Subdivision (Optional by Town or Applicant)

Major Subdivision and Land Development (Required)

Development Plan Review (Optional by Town or Applicant)

**APPLICATION FORM AND SUBMISSION CHECKLIST FOR
PREAPPLICATION CONFERENCE AND CONCEPT REVIEW**

Preapplication Conference - An initial meeting between developers and the Town which affords developers the opportunity to present their proposals informally and to receive comments and directions from the Town and other agencies.

Concept Plan - A drawing with accompanying information showing the basic elements of a proposed land development plan or subdivision as used for pre-application meeting and early discussions, and classification of the project within the approval process.

The following completed application form and Items A, B, and C from the attached checklist shall be submitted to the Administrative Officer for a meeting with the Technical Review Committee (TRC).

Date of Submission _____ TRC Meeting Date _____

APPLICATION FORM

1. Name, address, and telephone number of the property owner: _____

2. Name, address and telephone number of the applicant (If different from owner, a written, notarized confirmation from the property owner authorizing the applicant to make this submission shall also be submitted): _____

3. Assessor's plat and lot number(s): _____

4. Zoning district(s), including any special Town or State overlay districts (i.e. Historic District, CRMC Jurisdiction, etc.): _____

5. Area of the parcel: _____

6. Proposed number of buildable lots, dwellings or other proposed improvements: _____

7. Name and owner of existing streets or rights-of-way adjacent to the parcel:

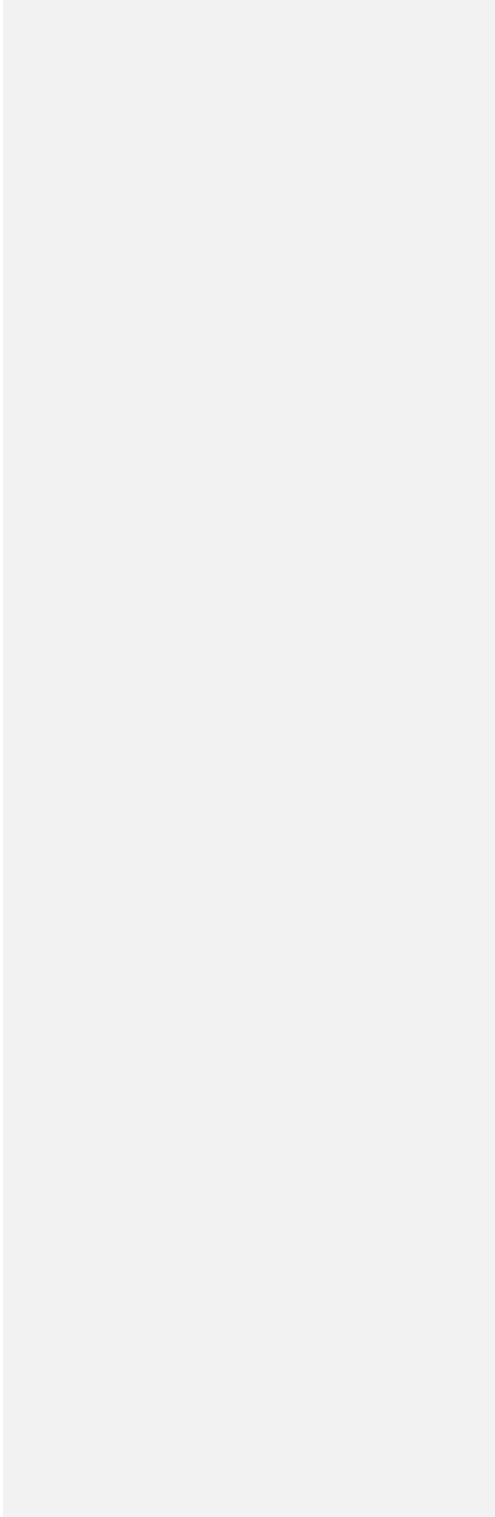
A list showing the names and addresses of all abutting and adjacent property owners shall be attached to this application.

Signature of Owner/Applicant _____ Date _____

Notarized:

Subscribed and sworn to before me this _____ day of _____, 19__.

NOTARY PUBLIC



**SUBMISSION CHECKLIST
PREAPPLICATION CONFERENCE AND CONCEPT REVIEW**

Date &
Initials of
Reviewer

A. Plan of Existing Conditions - Five (5) blue-line or photocopies of the subject property no larger than 24" x 36" as it currently exists including locations and dimensions of existing lots if the proposed subdivision constitutes a replat or if the development consists of several lots and all natural features such as existing contours at five (5) foot intervals.	
B. Concept Plans - Five (5) blue-line or photocopies no larger than 24" x 36" of the concept plan for the development showing, at a minimum, the following information:	
1. Name of proposed subdivision or development;	
2. Name and address of the property owner and applicant;	
3. Name, address, and telephone number of preparer;	
4. Date plan prepared, with revision date(s) (if any);	
5. Graphic scale and north arrow;	
6. Assessor's Plat and lot number(s) of the subject property;	
7. Zoning district(s) of the subject property. If more than one district, zoning boundary lines must be shown;	
8. Perimeter boundary lines of the entire tract under the applicant's ownership;	
9. Area of the subject property and proposed number of buildable lots, dwellings or other proposed improvements;	
10. Location, names, and pavement and right-of-way widths of existing streets adjacent to the subject property;	
11. Names of abutting property owners and property owners immediately across any adjacent streets;	
12. Location and dimension of existing easements and rights-of-way adjacent to or within the subject property, if any;	
13. Notation of existing ground cover and approximate location of wooded areas (if any);	
14. Approximate location of wetlands, watercourses or coastal features, and other significant natural or manmade features (i.e. stonewalls) within and immediately adjacent to the subdivision parcel, if any;	
15. Location and approximate size of existing buildings on or immediately adjacent to the subject property, if any; including, historic designation, if applicable;	
16. Proposed improvements including streets, lots, lot lines with approximate lot areas and dimensions and building envelopes;	
17. A notation of the existing on-site utilities (gas, water, sewer, electric), if any;	
18. Proposed connections with existing water supply and sanitary sewer systems, or a notation that wells and ISDS are proposed;	
19. Provisions for collecting and discharging stormwater;	

SUBMISSION CHECKLIST, CONT.

Date &
Initials of
Reviewer

20. Notation on the plan if the subject property is located within any of the following areas: Town Overlay Districts, Special Flood Hazard Areas, or Coastal Resources Management Council jurisdiction.	
C. Supporting Materials -	
1. One (1) copy of a narrative report providing the general description of the existing physical environment and existing use(s) of the property; and, the general description of the uses and type of development proposed by the applicant;	
2. A reduced copy of plans required in Items A and B above (minimum size 8 1/2" x 11", maximum size 11"x 17");	
3. Completed Application Form.	

APPENDIX B
ADMINISTRATIVE SUBDIVISION APPLICATION AND CHECKLIST

APPLICATION FORM AND SUBMISSION CHECKLIST FOR ADMINISTRATIVE SUBDIVISION

Administrative Subdivision - Re-subdivision of existing lots which yields no additional lots for development and involves no creation or extension of streets. Such re-subdivision shall only involve divisions, mergers, mergers and division, or adjustments of boundaries of existing lots.

The following completed application form and Items A, B, and C from the attached checklist shall be submitted to the Administrative Officer.

~~Date of Submission~~ _____ ~~Next Regular Planning Board Meeting Date~~ _____

APPLICATION FORM

- 1. Name, address and telephone number of the property owner: _____

- 2. Name, address and telephone number of the applicant, if different from owner: (A written, notarized confirmation from property owner authorizing the applicant to make the submission shall also be submitted): _____

- 3. Assessor's plat and lot number(s) of the land being re-subdivided: _____
- 4. Zoning district(s) of the land being re-subdivided: _____
- 5. Flood Zone Designation: _____
- 6. A list showing the names and addresses of all abutting and adjacent property owners shall be attached to this application.

Signature of Owner/Applicant: _____ Date _____

Notarized:

Subscribed and sworn to before me this ___ day of _____, 19__.

NOTARY PUBLIC

**SUBMISSION CHECKLIST
ADMINISTRATIVE SUBDIVISION**

Date &
Initials of
Reviewer

NOTE: All plan sheets must include Title Block as well as items B 1-7 below.	
A. Plan of Existing Conditions - Five (5) 18" x 24" blue-line or photocopies of a plan showing the entire tract under the applicant's ownership as it currently exists, including existing location and dimensions of lots, easements and rights-of-way and all natural and man-made features, if required;	
B. Subdivision Plans - Two (2) blue-line copies of the re-subdivision plan shall be submitted (minimum size 8 1/2" x 11", maximum size 24" x 36"). Upon approval, one (1) reproducible mylar*, three (3) additional blue-line copies, and one electronic AutoCAD file of all plans shall be submitted. Plan and survey standards shall meet the criteria set in the handbook entitled <u>Procedural and Technical Standards for the Practice of Land Surveying in the State of Rhode Island and Providence Plantations</u> , effective April 1, 1994, as amended. Measurement standards for surveys shall meet the minimum standards for Class I Surveys. The subdivision plans shall show the following:	
1. Name and address of property owner or applicant;	
2. Name, address, and telephone number of preparer;	
3. Assessor's Plat and Lot Numbers;	
4. Zoning District of the land; if more than one district, the zoning boundary must also be shown;	
5. Date of plan preparation, with revision date(s) if any;	
6. Graphic scale (1"=40' or larger) and north arrow;	
7. Legend showing all symbols;	
8. Names of abutting property owners and property owners immediately across any adjacent streets;	
9. Existing property lines shown as dotted lines;	
10. Proposed property lines shown as solid lines;	
11. Existing and proposed areas of the parcels being re-subdivided, including dimensions of lot lines and angles of lots;	
12. Location of all existing and proposed monuments, if any (documentation that all proposed bounds have been set shall be provided prior to plan recording);	
13. Approximate location of wooded areas, surface waters, and wetlands (if any) and other natural features including a reference to the flood zone;	
14. Location, size and use of existing buildings, structures, and improvements with a notation of the historic designation, if applicable;	
15. Location of all existing utilities; including, but not limited to wells and individual sewage disposal systems which have been abandoned with a notation as such;	
16. Location, width and names of existing public and private streets within or immediately adjacent to the parcel being re-subdivided, including easements and rights-of-way (if any);	

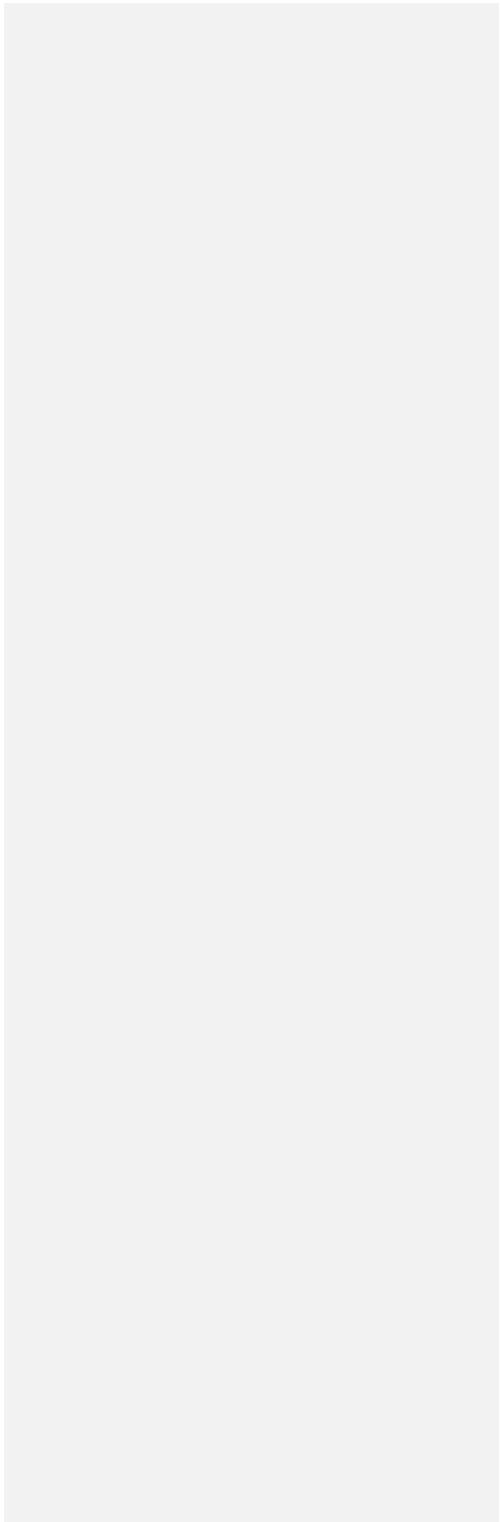
SUBMISSION CHECKLIST, CONT.

Date &
Initials of
Reviewer

17. Location Map;	
18. Certification (stamp and signature) of a Registered Land Surveyor that the plan is correct;	
19. A 2" x 4" space in the lower right corner for the Planning Board stamp and the signature of the Planning Board Chair or Designee.	
C. Additional Items:	
1. One (1) reduced copy of all plans required in Items A and B above, (minimum size 8 1/2" x 11", maximum size of 11" x 17");	
2. Application fee;	
3. Zoning Enforcement Officer Letter of Determination, that the proposed re-subdivision will not create any nonconformities;	
4. Certificate from the Tax Collector showing that all property taxes, sewer assessments and sewer use fees due on the land are current;	
5. A copy of all deed restrictions and covenants applicable to the property being re-subdivided, if any;	
6. A copy of the most recent deed or attorney's certificate certifying title including any and all restrictions or other liens or encumbrances on said property;	
7. Completed Application Form.	

* Mylar plans shall be on polyester film, single matte with a thickness of 3 mils (.003 inches), and must have an opacity so as to allow consistent computer scanning. All plans shall be prepared using a compatible ink with excellent cohesiveness which will produce a permanent bond and result in a plan with long term durability. All signatures must be in black India ink or its equal.

APPENDIX C
MINOR SUBDIVISION APPLICATION AND CHECKLIST



**APPLICATION FORM AND SUBMISSION CHECKLIST FOR
MINOR SUBDIVISIONS**

~~Minor Subdivision – A plan for a residential subdivision of land consisting of five (5) or fewer units or lots, provided that such subdivision does not require waivers or modifications.~~

The following completed application form together with the appropriate materials from Items A, B, C, D, and E for either a preliminary or a final application, as indicated on the attached checklist, shall be submitted to the Administrative Officer at least three weeks prior to the regularly scheduled meeting of the Planning Board.

Date Submission Due _____ Planning Board Meeting Date _____

APPLICATION FORM

Type of Application: Preliminary _____ Final: _____

1. Name of proposed subdivision: _____

Name, address and telephone number of property owner: _____

2. Name, address of applicant, if different from owner: (A written, notarized confirmation from property owner authorizing the applicant to make the submission shall also be submitted): _____

3. Plat and lot number(s) of the parcel being subdivided: _____

4. Area of the subdivision parcel(s): _____

5. Zoning District(s), including any special Town or State overlay districts (i.e. Historic District, CRMC Jurisdiction, etc): _____

6. Name and owner of existing streets or rights of way within and immediately adjacent to the parcel being subdivided: _____

7. Proposed number of buildable lots: _____

~~8. If a street creation or extension is proposed, attach a list of the names and current mailing addresses (and on mailing labels) of property owners within notice area (See Section 8.5) from the current real estate and assessment records of the Town, including plat and lot numbers.~~

Signed by Owner/Applicant: _____ Date _____

Notarized:

Subscribed and sworn to before me this _____ day of _____, 19__.

NOTARY PUBLIC

**SUBMISSION CHECKLIST
MINOR SUBDIVISION**

P = Preliminary
F = Final

	Date & Initials of	
	P	F
NOTE: All plan sheets must include Title Block and items B 1-7.	•	•
A. Plan of Existing Conditions – Five (5) blue-line or photocopies of a plan at a scale of 1" = 40' (minimum size of 8 1/2" x 11", maximum size of 18" x 24") showing the entire tract under the applicant's ownership as it currently exists, including location and dimension of existing lots, easements and rights of way, and all natural and man-made features.	•	
B. Subdivision Plans Preliminary Plans – Five (5) blue-line or photocopies shall be submitted for distribution to and review by the Technical Review Committee. Each sheet shall be a minimum size of 8 1/2" x 11" and a maximum size of 18" x 24" at a scale of 1" = 40' with a sufficient number of sheets to clearly show all of the information required. Sheets shall be numbered sequentially (e.g. sheet 1 of 3, 2 of 3, etc.)	•	
Final Plans – Five (5) blue-lines or photocopies shall be submitted for distribution to and review by the Technical Review Committee. Upon certification of completeness, one (1) reproducible mylar®, three (3) blue-lines or photocopies, and one electronic AutoCAD file of all plans shall be submitted; however, if a street connection or extension is proposed, one (1) reproducible mylar®, six (6) blue-line or photocopies, and one electronic AutoCAD file of all plans shall be submitted. Each sheet shall be a maximum size of 18" x 24" at a scale of 1" = 40' [unless otherwise specified by the Planning Board]; two of these sheets shall include the assessor's numbers, signed by the Tax Assessor. The subdivision plans shall contain the following:		•
1. Name and address of property owner or applicant;	•	•
2. Name, address, and telephone number of preparer;	•	•
3. Assessor's Plat and Lot Numbers;	•	•
4. Zoning District of the land; if the zone splits the property, the zoning boundary must also be shown;	•	•
5. Date of plan preparation, with revision date(s) (if any);	•	•
6. Graphic scale (1" = 40' or larger) and north arrow;	•	•
7. Legend showing all symbols;	•	•
8. Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines; These shall be marked in the field by survey stakes to identify the limits of the property;	•	•
9. Names of abutting property owners and property owners across any adjacent streets;	•	•

P = Preliminary
F = Final

	Date & Initials of		
	P	F	Reviewer
10. Location and dimensions of existing property lines, easements, reservations, and rights of way within or immediately adjacent to the parcel being subdivided;	•	•	
11. Location of all existing utilities (gas, water, sewer, electric); including abandoned wells and individual sewage disposal systems with a notation as such;	•	•	
12. Location of all proposed utilities;	•	•	
13. Location, width and names of existing streets; and, if street creation or extension is proposed, the location, width and names of the proposed streets;	•	•	
14. Location of proposed permanent bounds (documentation that all proposed bounds have been set shall be provided prior to Final plan recording);	•	•	
15. Location and number of all proposed lots, with accurate areas, dimensions and angles indicated;	•	•	
16. Location, size, and proposed use of existing buildings and structures including historic designation, if any;	•		
17. Location of wooded areas with a notation of existing trees with a twelve inch (12") or larger caliper, if any;	•		
18. Existing contours with intervals of two (2) feet;	•		
19. Notation as to the flood zone of the subject property;	•		
20. Provisions for collecting and discharging stormwater;	•	•	
21. Location of agricultural areas, if any;	•		
22. Location of other significant existing natural and manmade environmental features including rock outcrops and stone walls, if any;	•		
23. Location of historic cemeteries on or immediately adjacent to the subdivision parcel, if any;	•		
24. Location of any wetlands, watercourses or their buffers (perimeter wetlands) present on the subdivision parcel as determined by a RIDEM qualified biologist; (in accordance with RIDEM Wetland Regulations);	•		
25. The location, dimension and area of any land proposed to be set aside as open space, or drainage, or conveyed to the Town for public purposes, if any;	•	•	
26. Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated;	•	•	
27. Notation of special conditions of approval imposed by the Planning Board (if any);		•	
28. Notation of any permits and agreements with State and Federal Reviewing agencies (if any);		•	
29. Vicinity Map to show location of property;	•	•	
30. A place for the signatures of the Planning Board Chair or Designee must be provided on all plans and /or documents to be signed by the Planning Board;		•	

Amended May 9, 2017

P = Preliminary
F = Final

	Date & Initials of	
	P	F
31. Certification by a Registered Land Surveyor that all interior and perimeter lot lines and street lines of the land being subdivided have been designed to conform to Procedural and Technical Standards For the Practice of Land Surveying In the State of Rhode Island and Providence Plantations as prepared by the Rhode Island Society of Professional Land Surveyors, Inc., April 1, 1994, as amended. Measurement standards for surveys shall meet the minimum standards for Class I Surveys;	•	•
C. Construction Drawings Six (6) blue-line or photocopies of preliminary and final construction plans of proposed street and drainage structures drawn to a minimum scale of 1 inch to 40 feet (1"=40') for referral to the Technical Review Committee. Each sheet shall be no larger than 18" by 24", and a sufficient number of sheets shall be included to clearly show all of the information required. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc). All construction plans shall be certified as correct (stamped and signed) by a Registered Professional Engineer;	•	•
1. If a street creation or extension is proposed: a. Street Plans (minimum scale of 1"=40' horizontal) with profiles (minimum 1"=4' vertical) indicating the street center line, curblines, and the existing elevations of the ground at the street center line, location and size of proposed sewer lines, water lines and other underground utilities; and, street cross-sections showing width of right-of-way, roadway; and, if required location and width of sidewalks. Street plans shall also include all connections to existing public streets including curb cuts, parking and loading areas and other off-site traffic improvements necessary to ensure public safety; and, stubs for future connections to future streets in adjacent vacant lands. Plans showing street names and hydrant locations approved by the Fire Chief;	•	•
2. If street creation or extension is proposed, or if required by TRC, drainage plans to show the existing and proposed drainage structures, drainage basin areas and drainage flow paths. Also included shall be report summarizing drainage calculations (See Appendix F);	•	•
3. If street creation or extension is proposed, or if required by TRC, grading plans to show proposed contours at two (2) foot intervals for all proposed grading;	•	•
4. If street creation or extension is proposed, or if required by TRC, proposed landscaping plan (See Appendix F);	•	•
5. If street creation or extension is proposed, or if required by TRC, proposed Construction Schedule identifying expected start and finish times for major construction tasks;	•	
6. Soil erosion and sediment control plan, if required in accordance with Appendix F.	•	•

P = Preliminary
F = Final

Date &
Initials of
P F Reviewer

7. Temporary Improvements, if any, in accordance with Appendix F	•		
8. Physical Alteration Permit (PAP), if required, from RI Department of Transportation	•		
9. If any streets, areas, or facilities are to be dedicated to the Town of Bristol, a statement shall be added to all final plat plans stating that such dedication shall not impose any duty or responsibility upon the Town of Bristol to maintain or improve any dedicated streets, areas, or facilities until specifically authorized by the Town Council per Section 6.7 of these regulations.		•	
D. Supporting Materials	•	•	
1. A reduced copy of all plans required in Items A, B and C above (minimum size of 8 1/2" x 11", maximum size of 11" x 17");	•	•	
2. A copy of the current deed and title certificate of an attorney certifying title to the subject property including any encumbrances, easements, and/or temporary or permanent restrictions on said property;	•		
3. If a street creation or extension is proposed, a radius map showing the property within the notice area, as designated in Section 8.5, including: a. the shape, dimension, and area of the property; b. location of all zoning district boundary lines; c. the assessor's plat and lot numbers; d. the general location, shape, use, and historic designation of all existing buildings, structures, and improvements; The above information may be shown either on the subdivision plan or on a separate sheet not larger than 11" x 17" with a scale as appropriate;	•		
4. Low Impact Development (LID) Site Planning and Design strategies and Checklist from the Rhode Island Stormwater Design and Installation Standards Manual. Stormwater designs should meet RI Stormwater Manual Minimum Standards.	•		
4. Two signed final copies of all legal documents, including proposed easements and rights of way, offer to convey public streets, creating Homeowners Association (if appropriate) deed transferring open space, dedications, restrictions, or other required legal documents, if any;		•	
5. Written confirmation from the RI Department of Environmental Management that the plans of the proposed subdivision, including any required off site construction, have been reviewed and indicating that the Wetlands Act either does not apply to the proposed site alteration or that approval has been granted for the proposed site alteration;	•	•	
6. In lieu of item 5 above, an affidavit signed by a qualified professional (having minimum qualifications as described by the RIDEM Department of Freshwater Wetlands) stating that there are no freshwater wetlands or wetland buffers (perimeter wetlands) present on the property being subdivided (in accordance with RIDEM Wetland Regulations);	•	•	

P = Preliminary
F = Final

	Date & Initials of	
	P	F
7. Preliminary determination from the Coastal Resources Management Council if the parcel to be subdivided is subject to the jurisdiction of this agency;	•	•
8. A Physical Alteration Permit (PAP) issued by the State Department of Transportation for any connection to or construction work within a State highway or State right-of-way (if applicable);	•	•
9. Water Service (if proposed):		
a. Written confirmation that the Bristol County Water Authority has reviewed the plan is able to provide water service;	•	
b. A copy of the water contract covering the installation of water service or written confirmation that a contract has been executed or will be executed upon approval by the Planning Board (a copy of the executed contract must be submitted to the Planning Board prior to recording the plan);		•
10. Sewer:		
a. Written confirmation from the Bristol Water Pollution Control Facility certifying that the subdivision can tie into the Bristol Sewer Service;	•	
b. If Individual Sewage Disposal Systems are proposed, either a preliminary subdivision suitability report or a water table verification from the Rhode Island Department of Environmental Management indicating that the soil and water table within the proposed subdivision are suitable for the safe and proper operation of individual sewage disposal systems;	•	
11. Certification from the Tax Collector that all property taxes are current;	•	•
12. Minor subdivision application form and attachments (i.e. mailing labels);	•	
13. Report from Technical Review Committee;	•	•
14. Any other information which the Planning Board deems necessary to adequately review the application.		
E. Payment of Required Fees – Payment of the following fees or posting of financial guarantees, if required, to be prior to endorsement by the Planning Board:		
1. Application fee;	•	•
2. Final plat recording fee;		•
3. Engineering Review Fee;	•	
4. Performance bond or other financial guarantees (if applicable);		•
5. Fees in lieu of land dedication (if applicable);		•
6. Engineering Inspection Fee (if applicable);		•
7. Maintenance bond for acceptance of public improvements (if applicable);		•
8. Receipt that all other fees to outside agencies have been paid by the applicant (if applicable).		•

* Mylar plans shall be on polyester film, single matte with a thickness of 3 mils (.003 inches), and must have an opacity so as to allow consistent computer scanning. All plans shall be prepared using a compatible ink with excellent cohesiveness which will produce a permanent bond and result in a plan with long term durability. All signatures must be in black India ink or its equal.

APPLICATION FORM AND SUBMISSION CHECKLIST FOR MINOR SUBDIVISIONS AND MINOR LAND DEVELOPMENTS

The following completed application form together with the appropriate materials for either a preliminary or a final application, as indicated on the attached checklist, shall be submitted to the Administrative Officer.

APPLICATION FORM

Type of Application: Preliminary _____ Final: _____

1. Name of proposed subdivision/land development: _____

2. Name, address and telephone number of property owner: _____

3. Name, address of applicant, if different from owner: (A written, notarized confirmation from property owner authorizing the applicant to make the submission shall also be submitted): _____

4. Plat and lot number(s) of the parcel being subdivided/developed: _____

5. Area of the subdivision/development parcel(s): _____

6. Zoning District(s), including any special Town or State overlay districts (i.e. Historic District, CRMC Jurisdiction, etc): _____

Signed by Owner/Applicant: _____ Date _____

Notarized:

Subscribed and sworn to before me this _____ day of _____, 20__.

NOTARY PUBLIC

MINOR SUBDIVISION OR LAND DEVELOPMENT APPLICATION AND CHECKLIST

Name of proposed subdivision/development: _____

Date Received / Initials

Applicant Name and Address: _____

Phone Number: _____

Email: _____

Date of Application: _____

Plat and Lot Number(s) of the land being subdivided/developed: _____

A COPY OF ALL PLANS AND SUPPORTING DOCUMENTS SHALL BE SUBMITTED IN DIGITAL FORM (PDF). APPLICATIONS WILL NOT BE CONSIDERED SUBMITTED FOR REVIEW OF COMPLETENESS UNTIL BOTH DIGITAL AND PAPER SUBMISSIONS ARE RECEIVED.

INSTRUCTIONS

Five (5) Copies of the application package including all plans and supporting documents shall be provided along with a Digital Form (PDF) of the entire application package. Each sheet shall be a minimum size of 8 1/2x 11" and a maximum of 24" x 36" and at a scale of 1"=40' with a sufficient number of sheets to clearly show all of the information required. Upon final approval one reproducible mylar, three (3) copies, and one electronic AutoCAD file of all plans shall be submitted.

All plans required by this checklist shall show the following information (as applicable). The shaded boxes within the checklist indicate an item is **not** required at a particular stage of review. If any checklist items are marked as not applicable (NA) please provide an explanation as to why the item is not applicable in the space provided at the end of each section of the checklist.

For the LOCATION column please provide the location of the specific checklist item. This can be a plan sheet number or the name of the supporting document and page. All revisions in response to comments shall include a written statement indicating the response.

Review Codes are for administrative use only and are to be entered by the Administrative Officer.

Please check the applicable stage of review for the submission

Project Type: <input type="checkbox"/> Minor Subdivision	Stage of Review: <input type="checkbox"/> Preliminary Plan (PR)
<input type="checkbox"/> Minor Land Development	<input type="checkbox"/> Final Plan (F)

A. FORMS AND DOCUMENTS

<u>A</u>	<u>PR</u>	<u>F</u>	<u>REQUIRED FORMS AND DOCUMENTS</u>	<u>REVIEW CODE</u>
1.			Project Review Application Checklist	
2.			A notarized letter from the property owner(s) stating that the applicant has been granted the authority to proceed with the application with the owner(s) permission and consent	
3.			Proposal Narrative	
D.			Completed Application Checklist	

B. GENERAL INFORMATION (to be provided on all plan sheets)

<u>B</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
1.			Title Block with Name of the proposed project, Plat and Lot Numbers of the subject property, Address of the subject property, Name and Address of the Owner/Applicant*Name of the proposed subdivision/land development project		
2.			Name, address, phone, and stamp(s) of the RI Registered Engineer and/or RI Registered Land Surveyor responsible for the plans		
3.			Date of plan preparation and all revision date(s), if any		
4.			True north arrow and graphic scale		
5.			Plan legend (all items displayed on site plans shall be symbolized in a legend)		
6.			Relevant references to deeds and recorded plans		
7.			List of sheets contained within the plan set		
8.			Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable		
9.			Names, addresses and Plat/Lot identified of abutting and adjacent property owners		
10.			Names and addresses of adjoining communities or agencies requiring notification under these regulations		

A. EXISTING CONDITIONS PLAN(S) – Show the entire tract of the subject property and all lots owned by the owner/applicant as it currently exists

<u>C</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
1.			A general location map showing the relationship of the parcel to the area within a half-mile radius, provide an aerial photograph or satellite image clearly depicting the subject parcel		
2.			Certification by a RI Registered Land Surveyor that a perimeter survey of the land being developed has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information		
3.			Zoning District Dimensional Regulations of the subject parcel		
4.			Density calculations based upon the exclusion of unsuitable land from the total land area of the subject parcel, include the total		

<u>C</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
			acreage, the acreage of unsuitable land and the resulting total number of units allowed by right		
5.			Dimensions and total area of the subject parcel, and location and dimensions of existing property lines, type of easements and rights-of-way within or adjacent to the subject parcel		
6.			Existing contours at intervals at a minimum of two (2) feet		
7.			Base flood elevation data; use the North American Vertical Datum of 1988 (NAVD 88)		
8.			Boundaries and notation of the soil types classifications for the entire area of the subdivision parcel(s)		
9.			Location of soil contaminants present on the subject parcel, if any		
10.			Location of Phase III Remediation Plan area, if required by RIDEM		
11.			Location of wetlands, watercourses or coastal features within and adjacent to the parcel(s), including buffer areas as defined by RIDEM for wetlands		
12.			If no wetlands or coastal features are depicted within the plan set, an affidavit signed by a qualified professional stating that there are no freshwater wetlands and/or buffer areas within the subdivision/development parcel(s)		
13.			Notation of existing ground cover with approximate location of wooded areas and areas of active agricultural use including the location of any trees over 10" caliper.		
14.			Identification of areas containing prime agricultural soils and farmland soils of statewide importance, or if no such soils are present on the site, a notation indicating such		
15.			Determination if the proposed development or subdivision lies within any area designated by the town or state for purposes of environmental protection or natural or cultural resource protection, such as: <ul style="list-style-type: none"> a. Natural Heritage Areas, as defined by RIDEM b. The area(s) under the jurisdiction of any Special Area Management Plan (SAMP) of RI CRMC c. A Groundwater Protection Overlay District d. Wellhead Protection Area e. Groundwater Recharge Area f. Areas within a TMDL watershed, as identified by RIDEM g. National Register of Historic Places h. Bristol Local Historic District i. OWTS Critical Resource Area, as defined by RIDEM j. A Drinking Water Supply Watershed, as defined by RIDEM k. Silver Creek Watershed in Town of Bristol l. Tanyard Brook Watershed in Town of Bristol 		
16.			Location of known existing easements and rights-of-way within or adjacent to the subdivision/development parcel(s), including streets, driveways, farm roads, woods roads, and/or trails that have been in public use		
17.			Location, width, classification, and names of existing public, private, and paper streets within and adjacent to the subdivision/development parcel(s)		

<u>C</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
18.			Location, size, and use/type of all existing buildings or significant above-ground structures, including stone walls, on the subdivision/development parcel(s)		
19.			Location and size of existing buildings or significant above-ground structures on parcels immediately adjacent to the subdivision/development parcel(s)		
20.			Location, size, and type of all known, existing above and below ground utilities, including sewer, OWTS, wells, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be present on the site or within the right of way along the property frontage		
			Location of any unique and/or historic features within or adjacent to the subdivision/development parcel(s), including stone walls, historic cemeteries and access, or, if none, a notation indicating such		
22.			Accurate location of any unique natural features present on the site, including but not limited to significant specimen trees, or if none, a notation indicating such		
23.			Relevant references to deeds and recorded plans		
Applicant Comments on Required Items:					
Reviewer Comments on Required Items:					

D. PROPOSED CONDITIONS PLAN(S) Show all items on existing conditions plan as well as the following:

<u>D</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
1.			Location, size, and use/type of proposed buildings and structures, including proposed number of residential units per building, if applicable, and include all accessory structures and total lot coverage		
2.			Proposed buildings and other site improvements for a commercial or industrial development, include building setback lines and lot coverage		
3.			Proposed lots with lot numbers, with dimensions and areas indicated, include all interior lot lines, building setback lines and street lines with dimensions indicated and drawn so as to distinguish them from existing lot lines		
4.			Zoning Data Table to show the existing zoning requirements and proposed conditions		
5.			Boundaries and total area of any land classified as "unsuitable for development" as defined in the Regulations		
6.			Proposed connection with existing public water supply and sewer system or on-site wells and sewage disposal		
7.			If proposed, plan and profile design information for any extension of public or private utility infrastructure		

<u>D</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
8.			Concept measures to minimize impacts to the natural topography of the site using the Low Impact Development (LID) Site Planning & Design Guidance Manual		
9.			Any proposed on- and /or off-site improvements including streets, access drives, loading areas, parking areas, sidewalks, and bicycle paths, include profiles and typical cross-sections		
10.			Proposed location, size, and type of all above ground and underground utilities servicing the property, including wastewater, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be required for site development		
11.			If future development is to be serviced by an On-Site Wastewater Treatment System(s), soil evaluations in the relative location where each system is proposed, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM		
12.			Location and dimensions of proposed easements and rights-of-way within the development parcel(s), or those to be acquired adjacent to the development parcel(s) as maybe necessary		
13.			Location, dimension, monumentation, and proposed use of any area(s) proposed to be set aside as open space, or drainage or conveyed to the Town for public purposes, if any		
14.			Proposed phasing, including depiction of which structures and on- and off-site improvements are to be installed in which phase, if applicable		
15.			Limits of disturbance/work relative to on-and off-site improvements and infrastructure installation		
16.			Grading plan(s) to show contours at sufficient detail (2-foot intervals) for all on and off-site street construction, drainage facilities, and individual house lots, certified by a RI registered Professional Engineer for final plans		
17.			Stormwater management plan(s), to show accurate designs and details of proposed stormwater management and water quality infrastructure, including type, location, drainage calculations, extension of existing lines, and configuration, prepared by a Registered Professional Engineer		
18.			Landscape plan(s), maintenance plan and tree preservation plan, to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, and within common areas, and landscape installation details and related notations, signed by a licensed Landscape Architect for final plans		
19.			Location of proposed permanent bound (document that all proposed bounds have been set shall be provided prior to plan recording)		
20.			Any revisions to the proposed conditions required by the Preliminary Plan approval		

21.			Certification by a RI Registered Land Surveyor that a perimeter survey of the land being developed has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information		
22.			Certification by a RI Registered Professional Engineer that the Proposed Conditions Plan is correct		
23.			Notation of any special conditions/documents received as required by the Preliminary Plan approval		
Applicant Comments on Required Items:					
Reviewer Comments on Required Items:					

E. PROJECTS WITH STREETS/ROADWAYS

If your project proposes to extend or create a roadway, please complete this section. If your project does not propose to extend or create a roadway, you may skip this section.

<u>E</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
1.			Roadway design plan(s) and profile(s), including existing and proposed elevations and locations of proposed utility infrastructure, including fire hydrant locations, street lights, and proposed street names		
2.			Roadway design plan(s) and profile(s), including existing and proposed elevations and typical cross-sections and paved (impervious) areas delineated on the appropriate plans, including all pedestrian facilities		
			Stormwater management plan(s), to show accurate designs and details of proposed stormwater management and water quality infrastructure, including type, location, drainage calculations, extension of existing lines, and configuration, prepared by a Registered Professional Engineer		
			Landscape plan(s), maintenance plan and tree preservation plan, to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, and within common areas, and landscape installation details and related notations, signed by a licensed Landscape Architect for final plans		
			Construction Cost Estimate for all improvements		
			Soil Erosion and Sediment Control Plan		
7.			If any Streets, Areas or Facilities are to be dedicated to the Town of Bristol, the Final Plan		

<u>E</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
			shall include a Statement that such dedication shall not impose any duty or responsibility upon the Town of Bristol to maintain or improve any dedicated streets, areas or facilities until specifically authorized by the Town Council Per Section 6.7 of these regulations.		
Applicant Comments on Required Items:					
Reviewer Comments on Required Items:					

F. SUPPORTING MATERIALS

<u>E</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
1.			Renderings, elevations or photographs as may be requested to illustrate the visual impact of the proposal for subdivision/development		
2.			Copies of an aerial photograph or satellite image vicinity map drawn to a measurable scale as necessary to show the relationship of the subject parcel(s) to the area within a half-mile radius, identifying the locations of all streets, zoning district boundaries, schools, parks, fire stations, and other significant public facilities		
3.			A written statement indicating any proposed zoning relief or waivers or modifications from the regulations, if any		
4.			Determination letter from the Zoning Official on the requested zoning waivers		
5.			Copy of the Deed/Title to the subject parcel		
6.			Copies of any RIDEM stormwater or other general construction permits that are required, or an affidavit, signed by a qualified professional stating that no RIDEM stormwater or construction permits are required.		
7.			Written report of Phase I Environmental Site Assessment, if any		
8.			Phase II Environmental Site Assessment, written report if indicated, if any		
9.			For subdivisions/developments proposing service by OWTS(s), copies of an On-Site Wastewater Treatment System permit issued by RIDEM confirming soil suitability or OWTS permits for individual lots.		
10.			Written report and approval from RIDEM of an Environmental Site Assessment Phase III (Remediation Plan) if required		
11.			Copies of a narrative report or written statement including:		

<u>F</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
			a. <u>A general description of the existing physical environment and existing use(s) of the property;</u> b. <u>A general description of the use(s) and type(s) of subdivision/development proposed;</u> c. <u>A general statement and supporting maps and/or graphics that illustrates the approach utilized in designing the proposed subdivision/development, including consideration of existing conditions and significant site features;</u> d. <u>An estimate of the approximate population of the proposed subdivision/development, if any;</u> e. <u>An estimate of the number of school-aged children to be housed in the proposed subdivision/development, if any.</u> f. <u>A general analysis of soil types and suitability for the subdivision/development proposed;</u> g. <u>A statement of the potential fiscal impacts of the subdivision/development on Town expenses and revenues;</u> h. <u>A description of proposed phasing, if any.</u>		
12.			Either, copies of: a. <u>An affidavit signed by a qualified professional stating that there are no coastal features and/or buffer areas adjacent to or within the subdivision/development parcel(s); or</u> b. <u>A Preliminary Determination, including coastal feature verification, from the Coastal Resources Management Council</u>		
13.			<u>Copies of drainage calculations, associated explanatory narrative, and all supporting documentation, including an Operations and Maintenance manual for the system</u>		
14.			Written comments on the Plans, by the following as required (<u>Referrals to the agencies below will be made by the Planning Department Staff</u>): _____ Building Official Date: _____ _____ Zoning Official Date: _____ _____ Technical Review Committee Date _____ _____ Director of Public Works Date _____ _____ Fire Department Date _____ _____ Conservation Commission Date _____ _____ Police Department Date _____ _____ School Department Date _____ _____ Other (specify below) _____ _____ Date _____ _____ Adjacent Communities _____ _____ Date _____		
15.			<u>Copies of all legal documents; legal description of property, proposed easement and rights-of-way, dedications, restrictions or</u>		

Amended May 9, 2017

<u>F</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
			other required legal documents including but not limited to covenants or Homeowners Association, Stormwater Management Plan, Landscaping Maintenance Plan, a deed conveying open space or offer of street dedication. Draft copies for Preliminary		
16.			Written confirmation and/or permits from any additional required federal, state or local agencies		
17.			Final utilities plan stamped by a licensed Professional Engineer; include the extension and location of gas, electric, water/wells, sewer/OWTS, signage or other proposed utilities as applicable		
18.			"Tax Certificate" from the Tax Collector showing that all taxes due on the parcel being developed have been paid to date and there are no outstanding municipal liens on the parcel		
19.			Soil Erosion and Sediment Control Plan		
20.			Draft copies of the metes and bounds description(s) and warranty deed(s) for all proposed public roadways and/or lands proposed to be dedicated to the Town for open space purposes, if any, in a form acceptable to the Administrative Officer and reflective of any conditions of the Preliminary Plan approval		
21.			Copies of an estimate of the cost of installation of all on- and off-site improvements, including landscaping, prepared by a Registered Professional Engineer		
22.			Written approval (assent agreement) from the RI Coastal Resources Management Council of the proposed development or subdivision if the subject parcel has coastal shoreline, including any required off-site construction		
23.			For subdivisions/developments with freshwater wetlands present on the parcel(s), copies of either: a. An RIDEM wetlands permit, if required pursuant to RIDEM rules and regulations; or b. A letter of non-jurisdiction from RIDEM		
24.			For subdivisions/developments proposing service by public water, copies of a written statement from the Bristol County Water Authority that the proposed plan, with plan revision date indicated, has been reviewed and which provides: a. Confirmation that water service is available; b. Approval of connection to the existing water main as depicted on the plan; and, If extension is proposed, approval from the company or district of the extension of the water main as depicted on the plan		
25.			For subdivisions/developments proposing service by public sewer, copies of a written statement from the Bristol Water Pollution Control Department that the proposed plan, with plan revision date indicated, has been reviewed and which provides: a. Confirmation that sewer service is available; b. Approval of connection to the existing sewer main as depicted on the plan; and If extension is proposed, approval of extension of the sewer main as depicted on the plan		

<u>F</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
26.			For subdivisions/developments proposing new physical access to a State right-of-way a letter evidencing the issuance of such a permit upon the submission of a bond and insurance ¹		
27.			Traffic study performed by a RI Licensed Engineer (as applicable), if required		
28.			Location, type, intensity and direction of illumination of all outdoor lighting fixtures.		
29.			Signage including location, size, design and illumination.		
30.			Floor plans and building elevations showing exterior building design, materials, colors and height (for land developments)		
31.			Plans for trash and recycling, and transformer locations (for land developments)		
32.			Low Impact Development (LID) Site Planning and Design Strategies and Checklist from the RI Stormwater Design and Installation Standards Manual. Stormwater designs to meet RI Stormwater Manual Minimum Standards.		
33.			A plan with new street address numbers and new assessor's plat and lot numbers signed by the Tax Assessor.		
Applicant Comments on Required Items:					
Reviewer Comments on Required Items:					

F. FEES

	<u>PR</u>	<u>F</u>		<u>Received?</u>
1.			Application Fee	
2.			Engineering Review Fee	
3.			Final Plat Recording and Mapping Fees	
4.			Performance Guarantee (if applicable)	
5.			Engineering Inspection Fee	
6.			Maintenance Guarantee (if applicable)	
7.			Receipt that all other fees to outside agencies have been paid (if applicable)	

Signature of Applicant: _____
 Signature of Professional Land Surveyor /Engineer: _____ Registration No. _____
 Signature of reviewer: _____ Date of Review: _____

APPENDIX D
MAJOR SUBDIVISION AND MAJOR LAND DEVELOPMENT
APPLICATION AND CHECKLIST

APPLICATION FORM AND SUBMISSION CHECKLIST FOR MAJOR LAND DEVELOPMENTS AND MAJOR SUBDIVISIONS

~~Major Subdivisions~~ A plan for a residential subdivision of land consisting of more than five lots; or, a plan for a nonresidential subdivision of land.

~~Major Land Development~~ A plan for a residential or nonresidential land development project as defined in Article VIII of the Zoning Ordinance.

The completed application form together with the appropriate materials from Items A, B, C, D, and E for either a Master Plan, Preliminary or Final application as indicated on the checklist shall be submitted to the Administrative Officer at least three weeks prior to the regularly scheduled meeting of the Planning Board.

Date Submission Due _____ Planning Board Meeting Date _____

APPLICATION FORM

Type of Application: Please check one:

~~_____ Master Plan~~ An overall plan for a proposed project site outlining general, rather than detailed, development intentions. *NOTE:* The entire property under the applicant's ownership shall be shown on the Master Plan with all proposed development indicated, including future phases. Failure to show the entire property and all proposed development may result in forfeiture of future development rights on the property.

~~_____ Preliminary~~ The stage, following Master Plan, at which time all required detailed engineering drawings and all required State and Federal Permits shall be submitted.
Indicate date of Master Plan Approval: _____
Indicate dates of all extensions: _____

~~_____ Final~~ The stage, following Preliminary, which is the last stage of review.
Indicate date of Preliminary Plan Approval: _____
Indicate dates of all extensions: _____

APPLICATION FORM, CONT.

1. Name of proposed subdivision: _____

2. Name, address and telephone number of property owner (if the owner of record is a corporation, the name and address of the president and secretary): _____

3. Name and address and telephone number of applicant, if different from owner: (A written, notarized confirmation from property owner authorizing the applicant to make the submission shall also be submitted): _____

4. Plat and lot number(s) of the parcel being subdivided: _____

5. Area of the subdivision parcel(s): _____

6. Zoning District: _____

7. Names of existing streets within and immediately adjacent to the parcel being subdivided with notation as to whether Town, State or Private. Include right of way and pavement widths:

_____	_____
_____	_____
_____	_____

8. Attach a list of the names and current mailing addresses (and on mailing labels) of property owners within notice area radius (See Section 8.5A) from the current real estate and assessment records of the Town, including plat and lot numbers

Signed by Owner/Applicant: _____ Date _____

Notarized:

Subscribed and sworn to before me this _____ day of _____, 19____.

NOTARY PUBLIC

**SUBMISSION CHECKLIST
MAJOR LAND DEVELOPMENTS AND MAJOR SUBDIVISIONS**

M = Master Plan
P = Preliminary
F = Final

Date &
Initials of
M P F Reviewer

NOTE: All plan sheets must include Title Block as well as items B 1-8 below:	•	•	•	
A. Plan of Existing Conditions – Five (5) blue-line or photocopies of a plan at a scale of 1" = 40' (minimum size of 8 1/2" x 11", maximum size of 18" x 24") showing the entire tract under the applicant's ownership as it currently exists, including location and dimension of existing lots, easements and rights-of-way, and all natural and man-made features;	•			
B. Subdivision/Land Development Drawing(s)– Master Plan and Preliminary Plans – Five (5) blue-line or photocopies shall be submitted for distribution to and review by the Technical Review Committee. Each sheet shall be a minimum size of 8 1/2" x 11" and a maximum size of 24" x 36" at a scale of 1" = 40', unless determined otherwise at the Pre-Application Conference, with a sufficient number of sheets to clearly show all of the information required. Sheets shall be numbered sequentially (e.g. sheet 1 of 3, 2 of 3, etc.)	•	•		
Final Plans – Five (5) blue-lines or photocopies shall be submitted for distribution to and review by the Technical Review Committee. Upon approval, one (1) reproducible mylar®, six (6) blue-line or photocopies, and one electronic AutoCAD file of all plans shall be submitted. Each sheet shall be a maximum size of 24" x 36" at a scale of 1" = 40' [unless otherwise specified by the Planning Board]; two of these sheets shall include the assessor's numbers, signed by the Tax Assessor. The subdivision plans shall contain the following:			•	
1. Name of the proposed subdivision; including phase numbers, if any	•	•	•	
2. Name and address of property owner or applicant;	•	•	•	
3. Name, address and telephone number of person or firm preparing the plan;	•	•	•	
4. Date of plan preparation, with revision date(s) if any;	•	•	•	
5. Graphic scale (1"=40' or larger) and north arrow;	•	•	•	
6. Plat and lot number(s) of the land being subdivided;	•	•	•	
7. Legend showing all symbols;	•	•	•	
8. Zoning districts(s) of the land being subdivided and the abutting and adjacent properties. If more than one district, zoning boundary lines must be shown;	•	•	•	
9. Perimeter boundary lines of the subdivision, drawn so as to distinguish them from other property lines. These shall be marked in the field by survey stakes to identify the limits of the property;	•	•	•	

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Initials of
M P F Reviewer

	M	P	F	Reviewer
10. Names of abutting property owners and property owners across any adjacent streets;	•	•	•	
11. Area of the entire proposed development parcel(s);	•	•	•	
12. Location and number of all proposed lots, with accurate areas, dimensions and angles indicated; including a zoning data table showing calculations necessary to determine conformance to zoning regulations;	•	•		
13. Location, names, right of way and pavement widths of existing and proposed streets within and immediately adjacent to the subdivision parcel;	•	•	•	
14. Location, size and proposed use of existing buildings and structures, including historic designation, if any;	•	•	•	
15. Location of existing utilities including wells and individual sewage disposal systems (abandoned utilities must be shown and noted as such);	•	•	•	
16. Provisions for collecting and discharging stormwater;	•	•		
17. Location, scale, massing, height, (including relationship to existing and proposed grades) and dimensions of proposed structures, if any; including floor area ratios, lot coverage and total building square footage; this information may be provided on a separate sheet, if necessary;	•	•	•	
18. Location of proposed permanent bounds (documentation that all proposed bounds have been set shall be provided prior to Final plan recording);		•	•	
19. Location of existing environmental features including general soil types, rock outcrops, surface water, wetland areas, wooded areas and major trees twelve (12) inch caliper or larger, and any other significant environmental features, if any;	•	•		
20. Existing contours with minimum intervals of two (2) feet; where any changes in contours are proposed, finished grades must be shown as solid lines. Spot elevations must also be shown with at least two (2) benchmarks referenced;	•	•		
21. Location of any wetlands, watercourses or their buffers (perimeter wetlands) present on the subdivision parcel, as determined by a RIDEM qualified wetlands biologist (in accordance with RIDEM Wetland Regulations);	•			
22. Notation as to flood zone of the property including base flood elevation data;	•	•		
23. Areas of agricultural use, (if any);	•	•		
24. Location of historic cemeteries on or immediately adjacent to the subdivision (if any);	•	•		
25. Location of any unique natural and/or historic features, including stone walls;	•	•		
26. Location, dimension, and area of any land proposed to be set aside as open space, recreation, or drainage or conveyed to the Town for public purposes;	•	•	•	
27. Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated;		•	•	

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28. Notation of special conditions of approval imposed by the Planning Board (if any);		•	•	
29. Notation of any permits and agreements with State and Federal Reviewing agencies (if any);		•	•	
30. A place for signatures of the Planning Board Chair or Designee must be provided on all plans and/or documents to be signed by the Planning Board;	•	•	•	
31. Certification by a Registered Land Surveyor that all interior and perimeter lot lines and street lines of the land being subdivided have been designed to conform to <u>Procedural and Technical Standards for the Practice of Land Surveying in the State of Rhode Island and Providence Plantations</u> , effective April 1, 1994, as amended. Measurement standards for the surveys shall meet the minimum standards for Class I Surveys.		•	•	
C. Construction Drawings —Six (6) blue-line or photocopies of preliminary and final construction plans of street and drainage structures drawn to a minimum scale of 1 inch to 40 feet (1"=40') for referral to the Technical Review Committee. Each sheet shall be no larger than 24" by 36", and a sufficient number of sheets shall be included to clearly show all of the information required. Sheets shall be numbered sequentially (e.g., sheet 1 of 3, 2 of 3, etc). All construction plans shall be certified as correct (stamped and signed) by a Registered Professional Engineer;		•	•	
1. If street creation or extension is proposed:				
a. <i>Streets Plan and Profile:</i> (minimum scale of 1"=40' horizontal) with profiles (minimum 1"=4' vertical) indicating the street center line, curblines, and the existing elevations of the ground at the street center line, location size, rim and invert elevations of proposed sewer lines, water lines and other underground utilities; and, street cross sections showing width of right of way, roadway; and, if required location and width of sidewalks.				
b. Street plans shall also include all vehicular access to and from the site onto public streets including the size and location of curb cuts, driveways, parking and loading areas and other off-site traffic improvements necessary to ensure public safety; and, stubs for future connections to future streets in adjacent vacant lands. NOTE: The Planning Board may make any referrals and require of the applicant any studies it deems necessary to evaluate traffic and circulation plans.				

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Date &
Initials of
M P F Reviewer

	M	P	F	Reviewer
C. Construction Drawings, cont:				
2. For phased projects, as built drawings for the previous phase;		•	•	
3. Drainage and Utility Plans to show the existing and proposed drainage structures, drainage basin areas, drainage flow paths, and outfalls with water quality measurements, including all utilities such as sewer, water, electric, gas, fire alarm cable, telephone and cable TV, manholes, valves, hydrants. Also included shall be a report summarizing drainage calculations; drainage plans and drainage calculations shall be prepared by a Registered Professional Engineer;		•	•	
4. Additional plans with appropriate construction details and construction notes for street pavement, sidewalk, drainage structures, street lighting, exterior site lighting/photometrics plan (Major Land Developments only), sanitary structures, water line and water line structures, trench excavation, and steep slope excavation, if applicable;		•	•	
5. Grading plans to show proposed contours at two foot intervals for all grading proposed for on and off site street construction, drainage facilities, and upon individual lots if part of proposed subdivision improvements;		•	•	
6. Soil erosion and sediment control plan in conformance with Appendix F, if required;		•	•	
7. Landscaping plan as detailed in Appendix F;		•	•	
8. Plans showing street names and hydrant locations approved by the Fire Chief;		•	•	
9. Construction Schedule identifying expected start and finish times for major construction tasks;		•		
10. Temporary improvements, if any, in accordance with Appendix F;	•	•		
11. A traffic flow plan showing circulation patterns within the development;		•		
12. If any streets, areas, or facilities are to be dedicated to the Town of Bristol, a statement shall be added to all final plat plans stating that such dedication shall not impose any duty or responsibility upon the Town of Bristol to maintain or improve any dedicated streets, areas, or facilities until specifically authorized by the Town Council per Section 6.7 of these regulations.			•	
D. Supporting Materials:				
1. 12 reduced copies of all plans required in Items A, B, and C above (minimum 8 1/2" x 11" and maximum 11" x 17");	•	•	•	
2. One (1) copy of a narrative report providing the general description of the proposed development and phasing if any, including the proposed financing and present ownership of all of the land included within the development; if the applicant does not own all the land, then explain how it will be assembled or how site control will be achieved;	•			

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M P F Reviewer

	M	P	F	Reviewer
3. One (1) copy of a current deed and an Attorney's certificate certifying title, including encumbrances, easements, and/or temporary or permanent restrictions on the property;		•		
4. A list of consultants (i.e. engineering, planning, environmental) to be used on the project;		•		
5. A vicinity map, (locus map) drawn to a minimum scale of 1" = 400' or as necessary to show the area within one half mile of the subdivision parcel showing the location of all streets, existing lot lines, and zoning district boundaries. Schools, parks, fire stations and other significant public facilities shall be indicated on the locus map by shading and labeling the specific use;		•		
6. A list of the names and mailing addresses as shown on the current real estate and assessment records of the Town for the property owners within the notice area; (See Section 8.5) this information shall also be on mailing labels;		•	•	
7. Low Impact Development (LID) Site Planning and Design strategies and Checklist from the Rhode Island Stormwater Design and Installation Standards Manual. Stormwater designs should meet RI Stormwater Manual Minimum Standards.		•		
8. A radius map, showing the property within the notice area (See Section 8.5) including: a. the shape, dimension and area of the property; b. the location of all zoning use district boundary lines; c. the assessor's plat and lot numbers; and; d. the general location, shape, use; and if any, historic designation of all existing buildings and structures and improvements; The above information may be shown on an 11" x 17" plan at a scale as appropriate;		•		
9. Architectural elevations (with measurements as needed for each interpretation) and of all exterior facades of proposed or existing buildings, structures and equipment including type and color of materials to be used; elevations shall be at an appropriate scale as determined at the preapplication stage;		•		
10. Legal documents describing the property, including proposed easements and rights of way, offer to convey public streets, creating Homeowners Association (if appropriate) deed transferring open space, dedications, restrictions, or other required legal documents: a. Two draft copies for review by the Planning Board Solicitor;		•		
b. Two signed final copies;			•	
11. Written confirmation from the RI Department of Environmental Management that the plans of the proposed subdivision, including any required off-site construction, have been reviewed and indicating that the Wetlands Act either does not apply to the proposed site alteration or that approval has been granted for the proposed site alteration;			•	

M = Master Plan
P = Preliminary
F = Final

Date &
 Initials of
M P F Reviewer

12. In lieu of item 10 above, an affidavit signed by a qualified professional (having minimum qualifications as described by the RIDEM Department of Freshwater Wetlands) stating that there are no freshwater wetlands or their buffers (perimeter wetlands) present on the property being subdivided (in accordance with RIDEM Wetland Regulations);		•	
13. Preliminary determination from the Coastal Resources Management Council if the parcel to be subdivided is subject to the jurisdiction of this agency;		•	
14. A Physical Alteration Permit (PAP) issued by the State Department of Transportation for any connection to or construction work within a State highway or State right of way (if applicable);		•	
15. Water Service (if proposed):			
a. Written confirmation that the Bristol County Water Authority has reviewed the plan and is able to provide water service;		•	
b. A copy of the water contract covering the installation of water service or written confirmation that a contract has been executed or will be executed upon approval by the Planning Board (a copy of the executed contract must be submitted prior to endorsement by the Planning Board);			•
16. Sewer:			
a. Written confirmation from the Bristol Water Pollution Control Facility certifying that the subdivision can tie into the Bristol Sewer Service; or,		•	
b. If Individual Sewage Disposal Systems are proposed, either a preliminary subdivision suitability report or a water table verification from the Rhode Island Department of Environmental Management indicating that the soil and water table within the proposed subdivision are suitable for the safe and proper operation of individual sewage disposal systems;		•	
17. Certification from the Tax Collector that all property taxes are current and that sewer assessments and sewer use fees are paid;			•
18. A letter stating it is the intent to complete the required improvements prior to Planning Board endorsement of the final plat or a letter requesting that a security sufficient to cover the cost of required improvements be set by the Planning Board, along with a construction cost estimate for improvements;		•	
19. Application form;	•	•	•

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M P F Reviewer

20. Initial written comments on the Master Plan and final written comments on Preliminary from the following agencies: a. _____ Planning Board Engineer Date: _____ b. _____ Water Authority Date: _____ c. _____ Sewer Department Date: _____ d. _____ Building Inspector Date: _____ e. _____ Planning Department Date: _____ f. _____ Department of Public Works Date: _____ g. _____ Fire and Police Date: _____ h. _____ Conservation Commission Date: _____ i. _____ Other Local Agencies, Specify: _____ Date: _____ j. _____ Adjacent Community (Warren) Date: _____ k. _____ RI Dept. of Environmental Management Date: _____ l. _____ RI Dept. of Transportation Date: _____ m. _____ Coastal Resources Date: _____ n. _____ Other State Agencies, Specify: _____ Date: _____ o. _____ FEMA Date: _____ p. _____ Other Federal Agencies, Specify: _____ Date: _____ NOTE: REFERRALS TO THE ABOVE AGENCIES WILL BE MADE BY PLANNING DEPARTMENT STAFF.	•	•	
21. Report and recommendations from the Technical Review Committee;	•	•	
22. Approvals from other Town Boards and commissions, as appropriate;		•	•
23. Approvals from other State Agencies, as appropriate;		•	
24. Such other information as may be required to show that the details of the proposal are in accordance with this section and all other applicable requirements and standards of these Regulations.	•	•	•
E. Payment of Required Fees — Payment of the following fees or posting of financial guarantees, if required, to be prior to endorsement by the Planning Board:			
1. Application fee;	•	•	•
2. Final plat recording fee;			•
3. Engineer Review and Inspection Fee;	•	•	•
4. Performance guarantee or other financial guarantees (if applicable);			•
5. Fees in lieu of land dedication (if applicable);			•
6. Maintenance guarantee for acceptance of public improvements (if applicable);			•
7. Receipt that all other fees to outside agencies have been paid by applicant, if any;			•
8. Mapping fees shall be paid to the Tax Assessor prior to recording plan.			•

M = Master Plan
P = Preliminary
F = Final

Date &
 Initials of
M P F Reviewer

	M	P	F	Reviewer
Other Requirements: The following items may be required based on the presence of certain site conditions as indicated at the Pre-application or Master Plan stage of review. The applicant shall have any required items prepared by a qualified party.				
1. Fiscal impact statement (see Section 6.6);		•		
2. Completed Environmental Impact Assessment statement for the proposed development (see Section 6.6);		•		
3. Archaeological Study;		•		
4. Traffic Impact Study;		•		
5. Phase 1 Environmental Site Assessment (ESA), conducted by a qualified professional consultant, as may be requested at the pre-application stage. If the Phase 1 indicates suspect environmental site conditions, then a Phase 2-ESA shall be conducted by a qualified professional consultant prior to preliminary plan approval;	•	•		
6. Perspective drawings, view shed maps, line of site diagrams, sketches, renderings, photographs or scale models as needed to illustrate the visual impact on the community;	•			
7. Flood plain compensation calculations;		•		
8. Historic District Commission Certificate of Appropriateness, if the project requires Historic District Commission review and approval.		•		

*Mylar plans shall be on polyester film, single matte with a thickness of 3 mils (.003 inches), and must have an opacity so as to allow consistent computer scanning. All plans shall be prepared using a compatible ink with excellent cohesiveness which will produce a permanent bond and result in a plan with long term durability. All signatures must be in black India ink or its equal.

APPLICATION FORM AND SUBMISSION CHECKLIST FOR MAJOR LAND DEVELOPMENTS AND MAJOR SUBDIVISIONS

The completed application form together with the appropriate materials as indicated on the checklist shall be submitted to the Administrative Officer.

APPLICATION FORM

Type of Application: Please check one:

- Master Plan
- Preliminary
- Final

1. Name of proposed subdivision/development: _____
2. Name, address and telephone number of property owner (if the owner of record is a corporation, the name and address of the president and secretary): _____

3. Name and address and telephone number of applicant, if different from owner: (A written, notarized confirmation from property owner authorizing the applicant to make the submission shall also be submitted): _____

4. Plat and lot number(s) of the parcel being subdivided/developed: _____
5. Area of the subdivision/development parcel(s): _____
6. Zoning District: _____

Signed by Owner/Applicant: _____ Date _____

Notarized:

Subscribed and sworn to before me this _____ day of _____, 20____.

NOTARY PUBLIC

MAJOR SUBDIVISION OR MAJOR LAND DEVELOPMENT CHECKLIST

Name of proposed subdivision/development: _____

Applicant Name and Address: _____

Phone Number: _____

Email: _____

Date of Application: _____

Plat and Lot Number(s) of the land being subdivided/developed: _____

Date Received / Initials

A COPY OF ALL PLANS AND SUPPORTING DOCUMENTS SHALL BE SUBMITTED IN DIGITAL FORM (PDF). APPLICATIONS WILL NOT BE CONSIDERED SUBMITTED FOR REVIEW OF COMPLETENESS UNTIL BOTH DIGITAL AND PAPER SUBMISSIONS ARE RECEIVED.

INSTRUCTIONS

Five Copies of the application package including all plans and supporting documents shall be provided along with a Digital Form (PDF) of the entire application package. Each plan sheet shall be a minimum size of 8 1/2x 11" and a maximum of 24" x 36" and at a scale of 1"=40' with a sufficient number of sheets to clearly show all of the information required. Upon final approval one reproducible mylar, three (3) paper copies, and one electronic AutoCAD file of all plans shall be submitted.

All plans required by this checklist shall show the following information (as applicable). The shaded boxes within the checklist indicate an item is **not** required at a particular stage of review. If any checklist items are marked as not applicable (NA) please provide an explanation as to why the item is not applicable in the space provided at the end of each section of the checklist.

For items required at the pre-application and master plan stage of review, conceptual design and approximate locations of required checklist items is acceptable. For items required at the preliminary and final stage of review, engineered design and proposed final locations of required checklist items shall be provided, with certification by registered Professional Engineer where required. The Administrative Officer can provide further guidance on specific checklist items.

For the LOCATION column please provide the location of the specific checklist item. This can be a plan sheet number or the name of the supporting document and page. All revisions in response to comments shall include a written statement with reply.

Review Codes are for administrative use only and are to be entered by the Administrative Officer.

Please check the applicable stage of review for the submission

Project Type: <input type="checkbox"/> Major Subdivision <input type="checkbox"/> Major Land Development	Stage of Review: <input type="checkbox"/> Master Plan (M) <input type="checkbox"/> Preliminary Plan (PR) <input type="checkbox"/> Final Plan (F)
---	--

B. FORMS AND DOCUMENTS

<u>A</u>	<u>M</u>	<u>PR</u>	<u>F</u>	<u>REQUIRED FORMS AND DOCUMENTS</u>	<u>REVIEW CODE</u>
4.				Completed Application Form	
5.				A notarized letter from the property owner(s) stating that the applicant has been granted the authority to proceed with the application with the owner(s) permission and consent	
6.				Narrative describing the application	
4.				Completed Project Review Application Checklist	

C. GENERAL INFORMATION (to be provided on plan sheets)

<u>B</u>	<u>M</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
11.				Title Block with Name of the proposed project, Plat and Lot numbers of the subject property, address of the subject property, name and address of owner/applicant		
12.				Name, address, phone, and stamp(s) of the RI Registered Engineer and/or RI Registered Land Surveyor responsible for the plans		
13.				Date of plan preparation and all revision date(s), if any		
14.				True north arrow and graphic scale		
15.				Site plan legend (all items displayed on site plans shall be symbolized in a legend)		
16.				Relevant references to deeds and recorded plans		
17.				List of sheets contained within the plan set		
18.				Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable		
19.				Names, addresses and Plat/Lot identified of abutting property owners and property within 200' of the parcel(s)		
20.				Names and address of any agencies or adjacent communities requiring notification under these regulations		

D. EXISTING CONDITIONS PLAN(S) Show the entire tract of the subject property and all lots owned by the owner/applicant as it currently exists

<u>C</u>	<u>M</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
16.				A general location map showing the relationship of the subdivision/development parcel(s) of the area within a half-mile radius		
17.				Certification by a RI Registered Land Surveyor that a perimeter study of the land being developed has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information		
18.				Location of known existing easements and rights-of-way within or adjacent to the subdivision/development parcel(s)		
19.				Location of any existing street, driveways, farm roads, woods roads, and/or trails that have been in public use (pedestrian,		

<u>C</u>	<u>M</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
				equestrian, bicycle, etc.) within and adjacent to the subdivision/development parcel(s)		
20.				Zoning district(s) of the land being subdivided/developed, with zoning boundary lines shown if there is more than one district		
21.				Zoning District Dimensional Regulations of the subdivision/development parcel(s) and a Zoning Data table with the required zoning dimensions and those for the proposed project		
22.				Density calculations based upon the exclusion of unsuitable land from the total land area of the subdivision/development parcel(s), include the total acreage, the acreage of unsuitable land and the resulting total number of units allowed by right		
23.				Dimensions and total area of the subdivision/development parcel(s), and location and dimensions of existing property lines, type of easements and rights-of-way within or adjacent to the subdivision/development parcel(s)		
24.				Existing contours at intervals at a minimum of two (2) feet		
25.				Base flood elevation data; use the North American Vertical Datum of 1988 (NAVD 88)		
26.				Boundaries and notation of the soil types classifications for the entire area of the subdivision parcel(s)		
27.				Location of soil contaminants present on the subject parcel, if any		
28.				Identification of areas containing prime agricultural soils and farmland soils of statewide importance, or if no such soils are present on the site, a notation indicating such		
29.				Identification of any geologic formations on the proposed parcel(s), including rock outcroppings, cliffs, coastal features, etc.		
30.				Location of wetlands, watercourses or coastal features within and adjacent to the parcel(s), including buffer areas as defined by RIDEM for wetlands		
31.				Location of wooded areas and areas of active agricultural use		
32.				Boundaries of applicable watersheds for the parcel(s)		
33.				Location, size, and use/type of all existing buildings or significant above-ground structures, including stone walls		
34.				Location and size of existing buildings or significant above-ground structures, including stone walls, on parcels immediately adjacent to the subdivision/development parcel(s)		
35.				Location, size, and type of all known, existing above and below ground utilities, including sewer, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be present on the site or within the right of way along the property frontage		
36.				Location of any significant natural or cultural features, include historic cemeteries and access, within or adjacent to the parcel(s)		

<u>C</u>	<u>M</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
37.				<p>Notation indicating that the subdivision/development parcel(s) (or existing structures) are located or not located within the following areas of special concern:</p> <ul style="list-style-type: none"> a. <u>Natural Heritage Areas, as defined by RIDEM</u> b. <u>The area(s) under the jurisdiction of any Special Area Management Plan (SAMP) of RI CRMC</u> c. <u>A Groundwater Protection Overlay District</u> d. <u>A Wellhead Protection Area</u> e. <u>Groundwater Recharge Area</u> f. <u>Areas within a TMDL watershed, as identified by RIDEM</u> g. <u>A Drinking Water Supply Watershed, as defined by RIDEM</u> h. <u>OWTS Critical Resource Area, as defined by RIDEM</u> i. <u>National Register of Historic Places</u> j. <u>Bristol Historic District</u> k. <u>Tanyard Brook Watershed in Bristol</u> l. <u>Silver Creek Watershed in Bristol</u> 		
38.				Location and size of trees with a caliper of ten (10) inches or greater that are within the area proposed for disturbance or alteration		

E. PROPOSED CONDITIONS PLAN(S) Show all items on Existing Conditions Plan as well as the following:

<u>D</u>	<u>M</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
1.				Boundaries and total area of any land classified as “unsuitable for development” as defined in the Regulations		
2.				Proposed number of buildable lots		
3.				Proposed easements and rights-of-way within the subdivision parcel(s)		
4.				Proposed lot lines, with accurate dimensions and lot areas and lot numbers, drawn so as to distinguish them from existing property lines		
5.				Proposed structures and all accessory structures with dimensions or area indicated and total lot coverage, including proposed number of residential units per building, if applicable		
6.				Proposed structure(s) and other site improvements with dimensions or area indicated for a multi-family, commercial or industrial subdivision/development and total lot coverage		
7.				Proposed streets, if any, with accurate areas and dimensions		
8.				Any proposed on- and/or off-site improvements including streets, access drives, loading areas, parking areas, sidewalks, pedestrian areas, and bicycle parking and/or paths		
9.				Final traffic plan; include vehicular access sites showing the dimensions and location of roads, driveways, curb cuts, radii, parking as well as other off-site traffic improvements		
10.				Designated trash collection and recycling collection area(s)		

<u>D</u>	<u>M</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
11.				Certification by a RI Registered Land Surveyor that a perimeter study of the land being developed has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information		
12.				Location and dimensions of proposed easements and rights-of-way within the subdivision/development parcel(s), or those to be acquired adjacent to the subdivision/development parcel(s) as maybe necessary		
13.				Proposed location, size, and type of all above ground and underground utilities servicing the property, including wastewater, water, gas, electric, transformers, stormwater drainage and communications or telecommunications infrastructure, as may be required for site development		
14.				Proposals, if any, for connection with existing sanitary sewer systems, or a notation that OWTS is proposed		
15.				The locations and design details of any OWTS proposed for use within the subdivision/development		
16.				If future subdivision/development is to be serviced by an OWTS, soil evaluations in the relative location where each system is proposed, which have been performed by a licensed RI soil evaluator and witnessed by RIDEM		
17.				Proposals, if any, for connection with existing water supply systems, or if future subdivision/development is to be serviced by on-site wells, notation of such		
18.				Concept designs for stormwater management and water quality infrastructure		
19.				Designs of proposed stormwater management infrastructure, including type, location, and configuration, prepared by a Registered Professional Engineer for preliminary and final plans		
20.				Proposed phasing, including depiction of which structures and on- and off-site improvements are to be installed in which phase, if applicable		
21.				Location, dimensions, types, and area of any land proposed to be set aside as open space or to be conveyed to the Town for public purposes		
22.				Locations and types of proposed survey and open space monumentation, if any. (Documentation that all proposed bounds have been set shall be provided prior to recording final plan)		
23.				Limits of disturbance/work relative to on-and off-site improvements and infrastructure installation		
24.				Proposed grading plan(s) to show contours at sufficient detail (2-foot intervals) for all on and off-site street construction, drainage facilities, and individual house lots, stamped by a licensed Professional Engineer for final plans		
25.				Landscape plan(s), by a Landscape Architect, to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way.		

<u>D</u>	<u>M</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
				and within common areas, and landscape installation details and related notations		
26.				Notation of any special conditions as required by the Preliminary Plan approval		
27.				Proposed measures to minimize impacts to the natural topography of the site using the Low Impact subdivision (LID) Site Planning & Design Guidance Manual		
28.				Final construction plans including plans and any additional improvements as required as a condition of preliminary plan		
29.				For phased projects, as-built drawings for the previous phase		

E. SUPPORTING MATERIALS

<u>D</u>	<u>M</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
1.				Copies of an aerial photograph or satellite image vicinity map drawn to a measurable scale as necessary to show the relationship of the subdivision/development parcel(s) to the area within a half-mile radius, identifying the locations of all streets, zoning district boundaries, schools, parks, fire stations, and other significant public facilities		
2.				Renderings, elevations or photographs as may be needed to illustrate the visual impact of a proposed multi-family, commercial or industrial subdivision/development		
3.				<p>A narrative report or written statement including:</p> <ul style="list-style-type: none"> a. A general description of the existing physical environment and existing use(s) of the property; b. A general description of the use(s) and type(s) of subdivision/development proposed; c. A general statement and supporting maps and/or graphics that illustrates the approach utilized in designing the proposed subdivision/development, including consideration of existing conditions and significant site features; d. An estimate of the approximate population of the proposed subdivision/development, if any e. An estimate of the number of school-aged children to be housed in the proposed subdivision/development, if any. f. A general analysis of soil types and suitability for the development proposed; g. A general viewshed analysis, showing the location and extent of significant views both from and within the proposed subdivision/development parcel(s), as well as anticipated views into the property from adjacent public or private streets and properties; h. A statement of the potential fiscal impacts of the subdivision/development on the Town of Bristol expenses and revenues 		

<u>E</u>	<u>M</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
4.				A written, signed statement indicating the specific sections of the Regulations from which waiver and/or modification is requested; or a written signed statement indicating that no waivers and/or modifications are being requested		
5.				A written signed statement indicating any specific zoning variances requested or a statement that no variances are being requested.		
6.				A statement from the Zoning Officer confirming the variances requested.		
7.				For subdivisions with freshwater wetlands present on the subdivision parcel(s), copies of either: a. An RIDEM wetlands permit, if required pursuant to RIDEM rules and regulations; or b. A letter of non-jurisdiction from RIDEM		
8.				If no freshwater wetlands and/or wetland buffers are depicted within the plan set, copies of an affidavit signed by a qualified professional stating that there are no freshwater wetlands and/or buffer areas within the subdivision/development parcel(s)		
9.				Either, copies of: a. An affidavit signed by a qualified professional stating that there are no coastal features and/or buffer areas adjacent to or within the subdivision/development parcel(s); or b. A Preliminary Determination, including coastal feature verification, from the Coastal Resources Management Council		
10.				For subdivisions/developments proposing service by public water, copies of a written statement from the Bristol County Water Authority that the proposed plan, with plan revision date indicated, has been reviewed and which provides: c. Confirmation that water service is available; d. Approval of connection to the existing water main as depicted on the plan; and. If extension is proposed, approval from BCWA of the extension of the water main as depicted on the plan		
11.				For subdivisions/developments proposing service by public sewer, copies of a written statement from the Bristol Water Pollution Control Department that the proposed plan, with plan revision date indicated, has been reviewed and which provides: a. Approval of connection to the existing sewer main as depicted on the plan; and b. If extension is proposed, approval of extension of the sewer main as depicted on the plan		
12.				For subdivisions/developments proposing service by OWTS(s), copies of a permit issued by RIDEM.		
13.				Low Impact Development (LID) Site Planning and Design Strategies and Checklist from the RI Stormwater Design and		

<u>E</u>	<u>M</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
				Installation Standards Manual. Stormwater designs to meet RI Stormwater Manual Minimum Standards.		
14.				<p>Written comments on the Plans, by the following as required: <u>REFERRALS TO THE AGENCIES BELOW WILL BE MADE BY THE PLANNING DEPARTMENT STAFF.</u></p> <p>Zoning Official _____ Date _____ Building Official _____ Date _____ Technical Review Committee _____ Date _____ Director of Public Works _____ Date _____ Fire Department _____ Date _____ Conservation Commission _____ Date _____ Police Department _____ Date _____ School Department _____ Date _____ Other (specify below) _____ _____ Date _____ Adjacent Communities _____ _____ Date _____</p>		
15.				Drainage calculations, by a registered professional engineer, associated explanatory narrative, and all supporting documentation, including an Operations and Maintenance manual for the system		
16.				A traffic study, if required, prepared by a traffic engineer regarding the potential impact of the proposed subdivision/development on neighboring properties and roads; include all means of vehicular access to and from the site onto public streets showing driveways, curb cuts, radii, parking as well as other offsite traffic improvements necessary to ensure public safety and convenience		
17.				Copies of any RIDEM stormwater or other general construction permits that are required, or an affidavit, signed by a qualified professional, stating that no RIDEM stormwater or construction permits are required		
18.				"Tax Certificate" from the Tax Collector showing that all taxes due on the parcel being subdivided have been paid to date and there are no outstanding municipal liens of the parcel		
19.				Written confirmation and/or permits from any additional required federal, state, or local agencies		
20.				Soil Erosion Sediment Control Plan		
21.				Written report of Phase I Environmental Site Assessment and Phase II, if indicated		
22.				Written report and approval from RIDEM of an Environmental Site Assessment Phase III (Remediation Plan) if required		
23.				Draft (at preliminary) or final (at final) copies of all legal documents; legal description of property, proposed easement and rights-of-way, dedications, restrictions or other required legal documents including but not limited to covenants or Homeowners Association, Stormwater Management Plan,		

Amended May 9, 2017

<u>F</u>	<u>M</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
				Landscaping Maintenance Plan, a deed conveying open space or offer of street dedication		
24.				Final copies of an irrevocable offer to convey to the Town all public streets and/or other public improvements, accompanied by a metes and bounds description		
25.				For subdivisions/developments proposing new physical access to a State right-of-way a letter evidencing the issuance of such a permit upon the submission of a bond and insurance ¹		
26.				A Photometric Plan		
27.				Renderings as needed to illustrate the visual impact on abutting properties.		
28.				Signage including location, size, design and illumination.		
29.				A plan with new street address numbers and new assessor's plat and lot numbers signed by the Tax Assessor.		

F. FEES

<u>F</u>	<u>M</u>	<u>PR</u>	<u>F</u>	<u>Received</u>
1.				Application Fee
2.				Engineering Review Fee
3.				Final Plat Recording and Mapping Fees
4.				Performance Guarantee (if applicable)
5.				Engineering Inspection Fee
6.				Maintenance Guarantee (if applicable)
7.				Receipt that all other fees to outside agencies have been paid (if applicable)

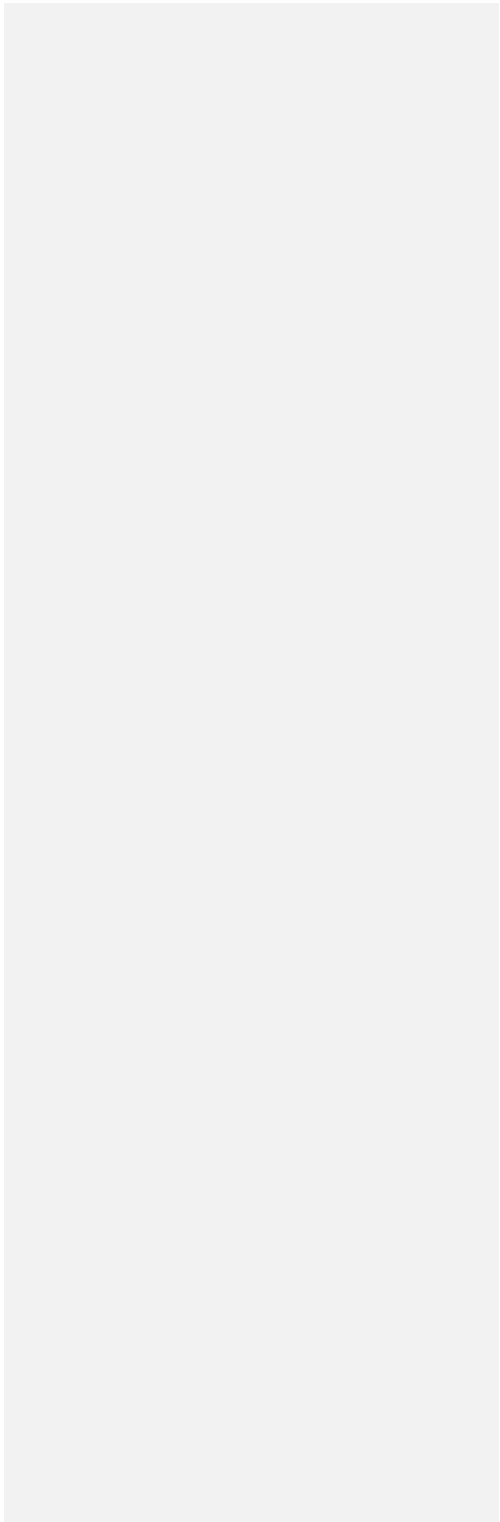
Signature of Applicant: _____
 Signature of Professional Land Surveyor /Engineer: _____
 Registration Number: _____

Signature of reviewer: _____
 Date of Review: _____

¹ RIGL §45-23-39(d)(1)(v) states that for a state permit from the Rhode Island department of transportation, a letter evidencing the issuance of such a permit upon the submission of a bond and insurance is sufficient, but such actual permit shall be required prior to the issuance of a building permit.

Amended May 9, 2017

APPENDIX E
DEVELOPMENT PLAN REVIEW APPLICATION AND CHECKLIST



APPLICATION FORM AND SUBMISSION CHECKLIST FOR DEVELOPMENT PLAN REVIEW (A.K.A. SITE PLAN REVIEW)

Development Plan Review—A process whereby the Planning Board or Technical Review Committee (TRC) reviews the site plans, maps and other documentation of a development to determine the compliance with the stated purposes and standards of the Zoning Ordinance and these Regulations. (see also Article V of the Zoning Ordinance).

TRC Review—Development Plans for uses permitted by right (i.e. designated with a “Y” in the Land Use Table) and which do not need waivers are reviewed by the TRC. (See Section 3.2) Please submit the following completed application form, together with all of the appropriate materials listed in Sections A, B, and C of the checklist (Preliminary and Final) to the Administrative Officer.

Date of Submission _____ TRC Meeting Date _____

Planning Board Review—Development Plans for uses which require a variance or special use permit, or require a waiver, are reviewed by the Planning Board. Please submit the following completed application form, together with the appropriate materials listed in Sections A, B, and C as indicated on the attached checklist (for either Preliminary or Final Review as appropriate), to the Administrative Officer at least three weeks prior to the regularly scheduled meeting of the Planning Board. (See Article 4 of these Regulations).

Date Submission Due _____ Planning Board Meeting Date _____

APPLICATION FORM

1. Name of proposed development: _____

2. Name, address and telephone number of property owner: _____

3. Name and address of applicant, if different from owner: (A written, notarized confirmation from property owner authorizing the applicant to make the submission shall also be submitted): _____

4. Plat and lot number(s) of the parcel being developed: _____

5. Area of the subject property: _____

6. Zoning District (including any Special Districts): _____

7. ~~Names and owners of existing streets or rights-of-way within and immediately adjacent to the subject property:~~

_____	_____
_____	_____
_____	_____

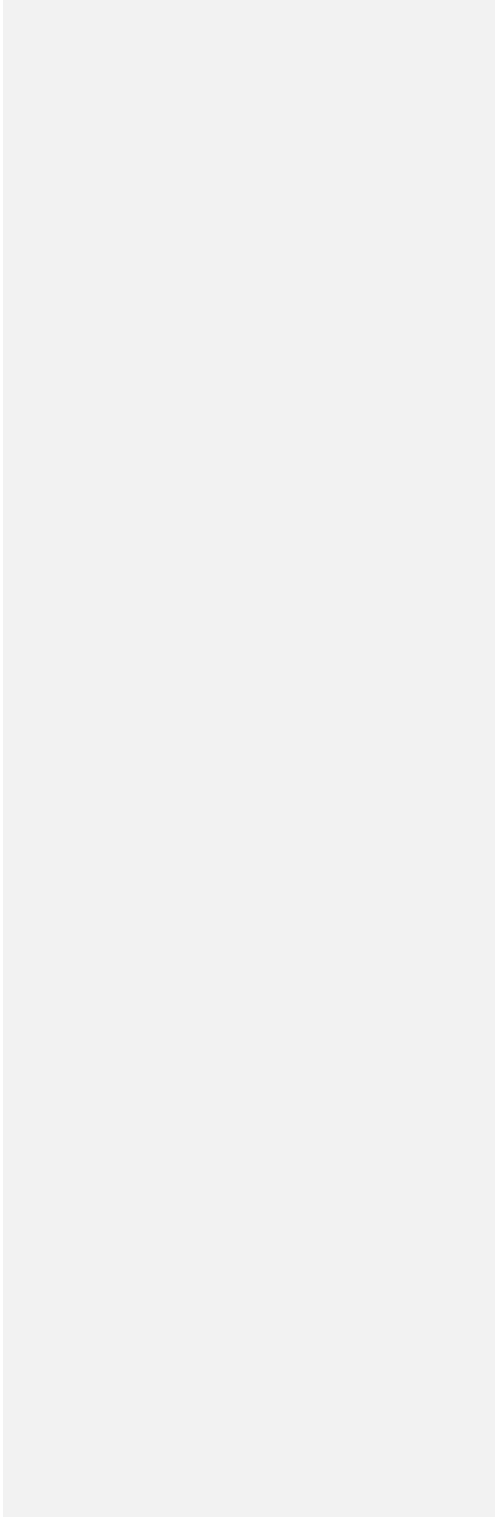
8. ~~Attach a list of the names and current mailing of abutting property owners and property owners immediately across any adjacent streets as shown on the current real estate and assessment records of the Town, including plat and lot numbers.~~

Signed by Owner/Applicant: _____ Date _____

Notarized:

Subscribed and sworn to before me this _____ day of _____, 19__.

NOTARY PUBLIC



SUBMISSION CHECKLIST FOR DEVELOPMENT PLAN REVIEW

T = P + F for Technical Review Committee Submission

P = Preliminary Planning Board Submission

F = Final Planning Board Submission

Date &
Initials of
P F Reviewer

NOTE: All plans must include Title Block and items A 1-7 below.	•	•	
A. Development Plans	•		
<i>Preliminary Plans</i> —5 blueines or photocopies shall be submitted for distribution to the Technical Review Committee. Each sheet shall be a minimum size of 8.5” x 11” and a maximum size of 18” x 24” at a scale of 1” = 40’ with a sufficient number of sheets to clearly show all of the information required. Sheets shall be numbered sequentially (e.g. sheet 1 of 3, etc.)	•		
<i>Final Plans</i> —5 blueines or photocopies shall be submitted for distribution to the Technical Review Committee. Upon certification of completeness, one (1) reproducible mylar®, 3 blueines or photocopies, and one electronic AutoCAD file of all plans shall be submitted. Each sheet shall be a maximum size of 18” x 24” at a scale of 1” = 40’ (unless otherwise specified by the Planning Board).	•		
The development plans shall contain the following:			
1. Name and address of property owner or applicant;	•	•	
2. Name, address, and telephone number of preparer;	•	•	
3. Date plan was prepared, with revision date(s) (if any);	•	•	
4. Graphic scale (1” = 40’ or larger) and north arrow;	•	•	
5. Assessor’s Plat and Lot Number(s);	•	•	
6. Zoning District; if a zone splits the property, the zoning boundary must also be shown;	•	•	
7. Legend showing all symbols;	•	•	
8. Vicinity or Locus Map to show location of property;	•	•	
9. Perimeter boundary lines of the subject property, drawn so as to distinguish them from other property lines;	•	•	
10. Location and dimensions of existing property lines, easements, reservations, and rights of way within or abutting the subject property;	•	•	
11. Location, width and names of existing streets abutting the subject property;	•	•	
12. Location of all existing utilities (electric, water, sewer, gas); including, but not limited to, abandoned wells and individual sewage disposal systems with a notation as such;	•	•	
13. Existing contours with intervals of two (2) feet;	•		
14. Notation if no changes in contours are proposed; or where any changes in contours are proposed, finished grades must be shown as solid lines.	•		

T = P + F for Technical Review Committee Submission
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	Date & Initials of Reviewer	
	P	F
15. Notation as to the flood zone of the subject property;	•	•
16. Location, size, and proposed use of existing buildings and structures on the subject property; including, historic designation, if any;	•	•
17. Location and size of proposed buildings and structures, including the designation and area in square feet of each proposed use within the structure; and; if any, the total number of proposed seats indoor and/or outdoor;	•	•
18. Floor area ratio and lot coverage computations in accordance with the Zoning Ordinance requirements;	•	•
19. Location, dimension and number of existing and proposed parking spaces; handicapped parking spaces; vehicular drives and curb cuts; loading areas; and; total square footage of parking area (stalls and aisles);	•	•
20. Cross section and profiles of any proposed impervious surface construction, if intended as a public improvement;		•
21. Location of any existing and/or proposed sidewalks and pedestrian, bicycle, and vehicular connections to adjacent parcels where feasible and appropriate based on site conditions such as location and use;	•	•
22. Provisions for collecting and discharging stormwater;	•	•
23. Location of any existing and proposed solid waste facilities including appropriate screening;	•	•
24. Location of any proposed external lighting in conformance with Appendix F;		•
25. Location of any existing and/or proposed outdoor signs; and, specifications of proposed signs;		•
26. Location of wooded areas with a notation of existing trees with a twelve inch (12") or larger caliper, if any;	•	
27. Location of other significant existing natural and manmade environmental features including rock outcrops and stone walls, if any;	•	
28. Location of historic cemeteries on or immediately adjacent to the subject property, if any;	•	
29. Location of any wetlands, watercourses or their buffers (perimeter wetlands) as determined by a RIDEM qualified biologist (in accordance with RIDEM Wetland Regulations);	•	
30. The location, dimension and area of any land proposed to be set aside as open space, or drainage, or conveyed to the Town for public purposes, if any;	•	•
31. Location and notation of type of proposed easement(s) or existing easement(s) to remain (if any) with accurate dimensions and areas indicated;	•	•
32. Notation of special conditions of approval imposed by the Planning Board (if any);		•

T = P + F for Technical Review Committee Submission
 P = Preliminary Planning Board Submission
 F = Final Planning Board Submission

	Date & Initials of Reviewer	
	P	F
33. Notation of any permits and agreements with State and Federal Reviewing agencies (if any);		•
34. A place for the signatures of the Planning Board Chair or Designee must be provided on all plans and /or documents to be signed;		•
35. Certification by a Registered Land Surveyor that the plan is correct and conforms to <u>Procedural and Technical Standards For the Practice of Land Surveying In the State of Rhode Island and Providence Plantations</u> as prepared by the Rhode Island Society of Professional Land Surveyors, Inc., April 1, 1994, as amended. Measurement standards for surveys shall meet the minimum standards for Class I Surveys. Note: Any construction plans must also stamped and signed by a Rhode Island Registered Professional Engineer.	•	•
B. Supporting Materials	•	•
1. A reduced copy of all plans required in Category A above (minimum size of 8.5" x 11", maximum size of 11" x 17");	•	•
2. Soil erosion and sediment control plan; if required, in accordance with Appendix F;		•
3. Where new drainage structures are required as part of the site improvement, detailed drainage plan and computations; in accordance with Appendix F;	•	•
4. Low Impact Development (LID) Site Planning and Design strategies and Checklist from the Rhode Island Stormwater Design and Installation Standards Manual. Stormwater designs should meet RI Stormwater Manual Minimum Standards.	•	•
5. A landscape plan in accordance with Appendix F;		•
6. A photometric plan of exterior site lighting, if applicable		•
7. A copy of the current deed; and if required, a title certificate of an attorney certifying any encumbrances, easements, and/or restrictions on said property;	•	
8. Two signed final copies of all legal documents, as applicable;		•
9. Written confirmation from the RIDEM that the plans of the development, including any required off site construction, have been reviewed and indicating that the Wetlands Act either does not apply to the proposed site alteration or that approval has been granted for the proposed site alteration, if required;		•
10. In lieu of item 7 above, if required, an affidavit signed by a qualified professional (having minimum qualifications as described by the RIDEM Department of Freshwater Wetlands) stating that there are no freshwater wetlands or wetland buffers (perimeter wetlands) present on the subject property (in accordance with RIDEM Wetland Regulations);		•
11. Preliminary determination from the Coastal Resources Management Council if the subject property is subject to the jurisdiction of this agency;		•

T = P + F for Technical Review Committee Submission
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	Date & Initials of P-F Reviewer	
12. A Physical Alteration Permit (PAP) issued by the State Department of Transportation for any connection to or construction work within a State highway or State right of way (if applicable);		•
13. Water Service (if proposed):		
a. Written confirmation that the Bristol County Water Authority has reviewed the plan is able to provide water service;		•
b. A copy of the water contract covering the installation of water service or written confirmation that a contract has been executed or will be executed upon approval by the Planning Board (a copy of the executed contract must be submitted to the Planning Board prior to recording the plan);		•
14. Sewer:		
a. Written confirmation from the Bristol Water Pollution Control Facility certifying that the development can tie into the Bristol Sewer Service;		•
b. If Individual Sewage Disposal System (ISDS) is proposed, either a preliminary subdivision suitability report or a water table verification from the RIDEM indicating that the soil and water table within the proposed development are suitable for the safe and proper operation of the ISDS;		•
15. Certification from the Tax Collector that all property taxes are current;		•
16. Construction Schedule identifying expected start and finish times for major construction tasks;	•	
17. Zoning Enforcement Officer letter of determination that there are no outstanding zoning violations or fines on the subject property;	•	•
18. Development Plan Review application form;	•	•
19. Report from Technical Review Committee (TRC);	•	
20. Any other information which the TRC or Planning Board deems necessary to adequately review the application.	•	•
21. Construction cost estimate of all site improvements.		•
C. Payment of Required Fees - Payment of the following fees or posting of financial guarantees, if required, to be prior to endorsement by either the Planning Board or the TRC:		
1. Application fee;	•	
2. Recording fee;		•
3. Engineering Review and Inspection Fee;		•
4. Performance bond or other financial guarantees (if applicable);		•
5. Fees in lieu of land dedication (if applicable);		•
6. Maintenance bond for acceptance of public improvements (if applicable);		•
7. Receipt that all other fees to outside agencies have been paid by the applicant (if applicable);		•

*Mylar plans shall be on polyester film, single matte with a thickness of 3 mils (.003 inches), and must have an opacity so as to allow consistent computer scanning. All plans shall be prepared using a compatible ink with excellent cohesiveness which will produce a permanent bond and result in a plan with long term durability. All signatures must be in black India ink or its equal.

APPLICATION FORM AND SUBMISSION CHECKLIST FOR DEVELOPMENT PLAN REVIEW

Please submit the following completed application form, together with the appropriate materials listed in on the attached checklist (for either Preliminary or Final Review as appropriate), to the Administrative Officer

APPLICATION FORM

- 1. Name of proposed development: _____
- 2. Name, address and telephone number of property owner: _____

- 3. Name and address of applicant, if different from owner: (A written, notarized confirmation from property owner authorizing the applicant to make the submission shall also be submitted): _____

- 4. Plat and lot number(s) of the parcel being developed: _____
- 5. Area of the subject property: _____
- 6. Zoning District (including any Special Districts): _____

Signed by Owner/Applicant: _____ Date _____

Notarized:

Subscribed and sworn to before me this _____ day of _____, 20__.

NOTARY PUBLIC

DEVELOPMENT PLAN REVIEW CHECKLIST

Name of proposed subdivision/development: _____

Applicant Name and Address _____

Phone Number: _____

Email: _____

Date of Application: _____

Plat and Lot Number(s) of the land being developed: _____

Date Received / Initials

A COPY OF ALL PLANS AND SUPPORTING DOCUMENTS SHALL BE SUBMITTED IN DIGITAL FORM (PDF). APPLICATIONS WILL NOT BE CONSIDERED SUBMITTED FOR REVIEW OF COMPLETENESS UNTIL BOTH DIGITAL AND PAPER SUBMISSIONS ARE RECEIVED.

INSTRUCTIONS

Three (3) copies of the application package including all plans and supporting documentation shall be provided along with a Digital Form (PDF) of the entire application package. Each plan sheet shall be a minimum of size of 8 1/2" x 11" and a maximum of 24" by 36" and at a scale of 1"= 40' with a sufficient number of sheets to clearly show all of the information required. Upon final approval one reproducible mylar, 3 paper copies, and one electronic AutoCAD file of all plans shall be submitted.

All plans required by this checklist shall show the following information (as applicable). The shaded boxes within the checklist indicate an item is **not** required at a particular stage of review. If any checklist items are marked as not applicable (NA) please provide an explanation as to why the item is not applicable in the space provided.

For the LOCATION column please provide the location of the specific checklist item. This can be a plan sheet number or the name of the supporting document/page. All revisions in response to comments shall include a written statement indicating the response.

Review Codes are for administrative use only and are to be entered by the Administrative Officer

Please check the applicable stage of review for the submission

Project Type: <input type="checkbox"/> Formal DPR	Stage of Review: <input type="checkbox"/> Preliminary (PR) <input type="checkbox"/> Final (F)
---	--

F. FORMS AND DOCUMENTS

<u>A</u>	<u>PR</u>	<u>F</u>	<u>REQUIRED FORMS AND DOCUMENTS</u>	<u>REVIEW CODE</u>
7.			Project Review Application Checklist	
8.			A notarized letter from the property owner(s) stating that the applicant has been granted the authority to proceed with the application with the owner(s) permission and consent	
9.			Application Form	

G. GENERAL INFORMATION (to be provided on all plan sheets)

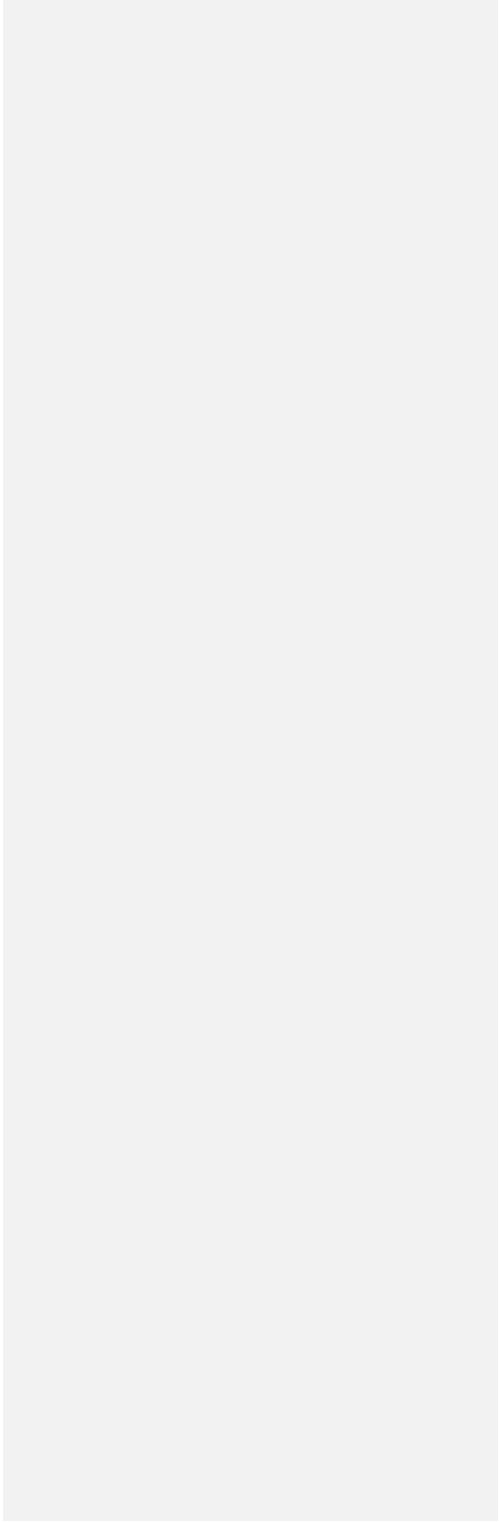
<u>B</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
21.			Title Block with Name of the proposed project, Plat and Lot Numbers of the subject property, Address of Subject Property, Name and Address of Owner/Applicant		
22.			Name, address, phone, and stamp(s) of the RI Registered Engineer and/or RI Registered Land Surveyor responsible for the plans		
23.			Date of plan preparation and all revision date(s), if any		
24.			True north arrow and graphic scale		
25.			Site plan legend (all items displayed on site plans shall be symbolized in a legend)		
26.			Relevant references to deeds and recorded plans		
27.			List of sheets contained within the plan set		
28.			Notation of any permits and/or agreements obtained from or made with State and Federal agencies, including permit number if applicable		
29.			Names, addresses and Plat/Lot identified of abutting and adjacent property owners		
30.			Names and address of adjoining communities or agencies requiring notice under these regulations		

H. EXISTING CONDITIONS PLAN(S) -Show the entire tract of the subject property and all lots owned by the owner/applicant as it currently exists

<u>C</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
39.			A general location map showing the relationship of the development parcel(s) of the area within a half-mile radius		
40.			Certification by a RI Registered Land Surveyor that a perimeter study of the land being developed has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information		
41.			Location of known existing easements and rights-of-way within or adjacent to the subdivision/development parcel(s)		
42.			Location, names and width of any existing street, driveways, farm roads, woods roads, and/or trails that have been in public use (pedestrian, equestrian, bicycle, etc.) within and adjacent to the development parcel(s)		

<u>C</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
43.			Zoning district(s) of the land being developed, with zoning boundary lines shown if there is more than one district		
44.			Zoning District Dimensional Regulations of the development parcel(s)		
45.			Existing contours at intervals at a minimum of two (2) feet		
46.			Flood Zone with Base flood elevation data: use the North American Vertical Datum of 1988 (NAVD 88)		
47.			Location of any known soil contaminants present on the subject parcel, if any		
48.			Location of wetlands, watercourses or coastal features within and adjacent to the parcel(s), including buffer areas as defined by RIDEM for wetlands		
49.			Location of wooded areas and areas of active agricultural use		
50.			Boundaries of applicable watersheds for the parcel(s)		
51.			Location, size, and use/type of all existing buildings or significant above-ground structures, including stone walls		
52.			Location and size of existing buildings or significant above-ground structures, including stone walls, on parcels immediately adjacent to the subdivision/development parcel(s)		
53.			Location, size, and type of all known, existing above and below ground utilities, including sewer, water, gas, electric, stormwater drainage and communications or telecommunications infrastructure, as may be present on the site or within the right of way along the property frontage		
54.			Location of any significant natural or cultural features, including stone walls, ledge, and existing trees with a 10" caliper or larger as well as historic cemeteries and access, within or adjacent to the parcel(s)		
55.			<p>Notation indicating that the development parcel(s) (or existing structures) are located or not located within the following areas of special concern:</p> <ul style="list-style-type: none"> m. Natural Heritage Areas, as defined by RIDEM n. The area(s) under the jurisdiction of any Special Area Management Plan (SAMP) of RI CRMC o. A Groundwater Protection Overlay District p. A Wellhead Protection Area q. Groundwater Recharge Area r. Areas within a TMDL watershed, as identified by RIDEM s. OWTS Critical Resource Area, as defined by RIDEM t. A Drinking Water Supply Watershed, as defined by RIDEM u. National Register of Historic Places v. Bristol Historic District w. Silver Creek Watershed in Town of Bristol x. Tanyard Brook Watershed in Town of Bristol 		

| _____



I. PROPOSED CONDITIONS PLAN(S) – Show all items on the Existing Conditions plan as well as the following:

<u>D</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
30.			Boundaries and total area of any land classified as “unsuitable for development”		
31.			Location, size and proposed use of existing buildings and location and size of proposed buildings and land uses with the designation and area in square feet of each proposed use within the structure; and if any, the total number of seats both indoor and outdoor		
32.			Notation as to Flood Zone and Flood Zone Boundary		
33.			Any proposed on- and/or off-site improvements including streets, access drives, location and dimension of loading areas, parking areas with location, number and dimensions of existing and proposed parking spaces including accessible parking spaces, existing and proposed sidewalks, pedestrian areas, and bicycle parking and/or paths		
34.			A Zoning Data Table to include setbacks, Floor Area Ratio, and Lot Coverage Computations per the Zoning District and for the proposed conditions		
35.			Circulation plan include vehicular access sites showing the dimensions and location of roads, driveways, curb cuts, radii, parking as well as other off-site traffic improvements		
36.			Designated trash and recycling collection area(s)		
37.			Proposed location, size, and type of all above ground and underground utilities servicing the property, including wastewater, water, gas, electric, transformer, and communications or telecommunications infrastructure, as may be required for site development		
38.			Designs of proposed stormwater management infrastructure and water quality infrastructure, including type, location, and configuration, prepared by a Registered Professional Engineer for final plans		
39.			Proposed phasing, including depiction of which structures and on- and off-site improvements are to be installed in which phase, if applicable		
40.			Wooded areas and major trees twelve (10”) caliper or greater		
41.			Soil Erosion, Runoff and Sediment Control Plan including Limits of disturbance/work relative to on-and off-site improvements and infrastructure installation		
42.			Certification by a RI Registered Land Surveyor that a perimeter study of the land being developed has been performed and meets a Class I standard for property lines and a Class III standard for topographic and existing conditions information		
43.			Proposed grading plan(s) to show contours at sufficient detail (2-foot intervals) for all on and off-site street construction, drainage facilities, stamped by a licensed Professional Engineer for final plans. Finish grade to be shown as solid lines		
44.			Landscape plan(s), by a registered Landscape Architect, to show all significant proposed clearing of land, removal of existing vegetation, re-vegetation, landscaping on street rights-of-way, and		

<u>D</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
			within common areas, and landscape installation details and related notations		
45.			Notation of any special conditions as required by the Preliminary Plan approval		
46.			Proposed measures to minimize impacts to the natural topography of the site using the Low Impact subdivision (LID) Site Planning & Design Guidance Manual		
47.			Location and notation of type of proposed easement(s) or existing easement(s) to remain with accurate dimensions and areas indicated, if any		
48.			Location, dimension, and area of any land proposed to be conveyed to the Town or set aside for open space or drainage, if any		

F. SUPPORTING MATERIALS

<u>E</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
30.			Copies of an aerial photograph or satellite image vicinity map drawn to a measurable scale as necessary to show the relationship of the development parcel(s) to the area within a half-mile radius, identifying the locations of all streets, zoning district boundaries, schools, parks, fire stations, and other significant public facilities		
31.			Renderings, elevations or photographs as may be needed to illustrate the visual impact of a proposed development. Floor plans and building elevations showing exterior building design from all sides, materials, colors and height		
32.			A Low Impact Development Site Planning and Design Strategies Checklist from the RI Stormwater Design and Installation Standards Manual. Stormwater designs to meet RI Stormwater Manual Minimum Standards and include water quality		
33.			A narrative report or written statement including: i. A general description of the existing physical environment and existing use(s) of the property; j. A general description of the use(s) and type(s) of development proposed; k. A general statement and supporting maps and/or graphics that illustrates the approach utilized in designing the proposed development, including consideration of existing conditions and significant site features; l. A general analysis of soil types and suitability for the development proposed; and m. A general viewshed analysis, showing the location and extent of significant views both from and within the proposed development parcel(s), as well as anticipated views into the property from adjacent public or private streets and properties.		
34.			A signage plan including location, size, design and illumination.		
35.			A photometric plan of exterior site lighting		
36.			A construction cost estimate of all site improvements		

<u>E</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
37.			<u>A written, signed statement indicating the specific sections of the Regulations from which waiver and/or modification is requested; or a written signed statement indicating that no waivers and/or modifications are being requested</u>		
38.			<u>A written signed statement indicating the specific zoning relief requested, if any</u>		
39.			<u>Determination letter from the Zoning Officer on requested zoning relief requested, if any</u>		
40.			<u>For developments with freshwater wetlands present on the parcel(s), copies of either:</u> <u>c. An RIDEM wetlands permit, if required pursuant to RIDEM rules and regulations; or</u> <u>d. A letter of non-jurisdiction from RIDEM</u>		
41.			<u>If no freshwater wetlands and/or wetland buffers are depicted within the plan set, copies of an affidavit signed by a qualified professional stating that there are no freshwater wetlands and/or buffer areas within the subdivision/development parcel(s)</u>		
42.			<u>Either, copies of:</u> <u>c. An affidavit signed by a qualified professional stating that there are no coastal features and/or buffer areas adjacent to or within the development parcel(s); or</u> <u>d. A Preliminary Determination, including coastal feature verification, from the Coastal Resources Management Council</u>		
43.			<u>For developments proposing service by public water, copies of a written statement from the Bristol County Water Authority that the proposed plan, with plan revision date indicated, has been reviewed and which provides:</u> <u>e. Confirmation that water service is available;</u> <u>f. Approval of connection to the existing water main as depicted on the plan; and,</u> <u>If extension is proposed, approval of the water main extension as depicted on the plan</u>		
44.			<u>For subdivisions/developments proposing service by public sewer, copies of a written statement from the Bristol Water Pollution Control Department that the proposed plan, with plan revision date indicated, has been reviewed and which provides:</u> <u>c. Approval of connection to the existing sewer main as depicted on the plan; and</u> <u>d. If extension is proposed, approval of extension of the sewer main as depicted on the plan</u>		
45.			<u>Construction Schedule for major construction tasks</u>		
46.			<u>Written comments on the Plans, by the following as required</u> <u>REFERRALS TO THE AGENCIES BELOW WILL BE MADE BY PLANNING DEPARTMENT STAFF:</u> <u>_____ Zoning Official _____ Date</u> <u>_____ Technical Review Committee _____ Date</u> <u>_____ Building Official _____ Date</u> <u>_____ Director of Public Works _____ Date</u> <u>_____ Fire Department _____ Date</u>		

<u>E</u>	<u>PR</u>	<u>F</u>	<u>ELEMENT REQUIRED</u>	<u>LOCATION (PAGE #)</u>	<u>REVIEW CODE</u>
			<u>Conservation Commission</u> <u>Date</u> <u>Police Department</u> <u>Date</u> <u>School Department</u> <u>Date</u> Other (specify below) _____ <u>Date</u> _____		
47.			<u>Copies of drainage calculations, associated explanatory narrative, and all supporting documentation, including an Operations and Maintenance manual for the system which shall be prepared by a Registered Professional Engineer.</u>		
48.			<u>A traffic study, if required, prepared by a traffic engineer regarding the potential impact of the proposed development on neighboring properties and roads; include all means of vehicular access to and from the site onto public streets showing driveways, curb cuts, radii, parking as well as other offsite traffic improvements necessary to ensure public safety and convenience, if required.</u>		
49.			<u>Copies of any RIDEM stormwater or other general construction permits that are required, or an affidavit, signed by a qualified professional, stating that no RIDEM stormwater or construction permits are required</u>		
50.			<u>“Tax Certificate” from the Tax Collector showing that all taxes due on the parcel being developed have been paid to date and there are no outstanding municipal liens of the parcel</u>		
51.			<u>Written confirmation and/or permits from any additional required federal, state, or local agencies</u>		
52.			<u>Written report of Phase I Environmental Site Assessment and Phase II, if indicated. Written report and approval from RIDEM of an Environmental Site Assessment Phase III (Remediation Plan) if required</u>		
53.			<u>Legal Documents including easements, and conveyance deeds for any improvements to the Town, accompanied by a metes and bounds description</u>		
54.			<u>For developments proposing new physical access to a State right-of-way a letter evidencing the issuance of such a permit upon the submission of a bond and insurance ¹</u>		
<u>Applicants Comments on Required Submission items</u>					
<u>Reviewer Comments on Required Submission items</u>					

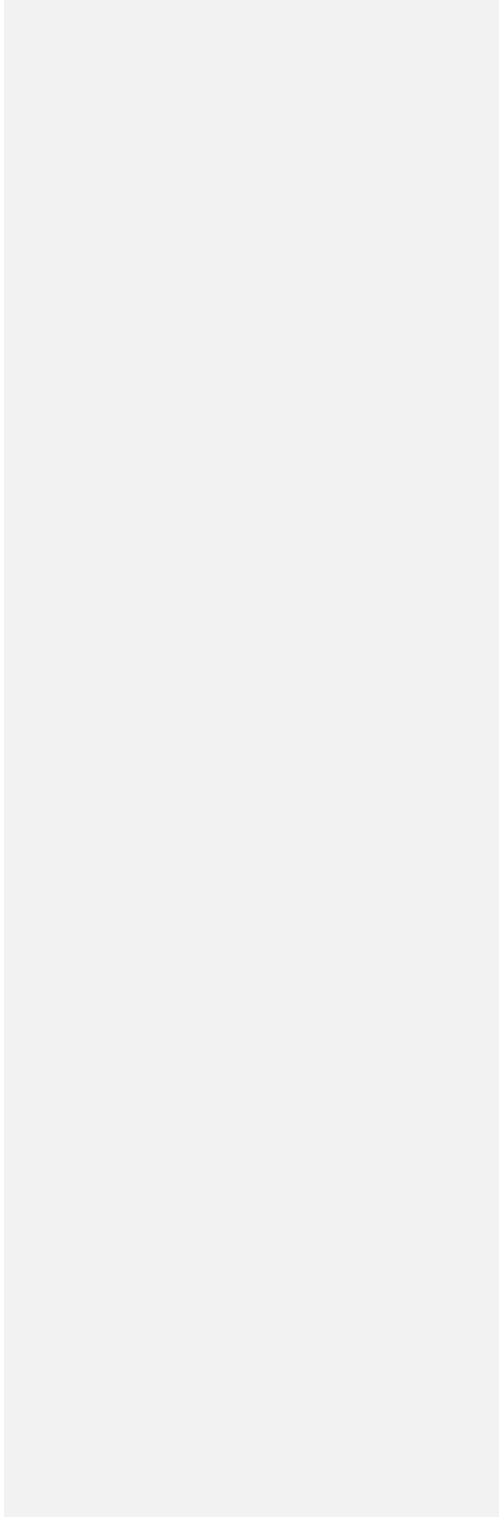
G. FEES

	<u>PR</u>	<u>F</u>		<u>Received?</u>
1.			Application Fee	
2.			Engineering Review Fee	

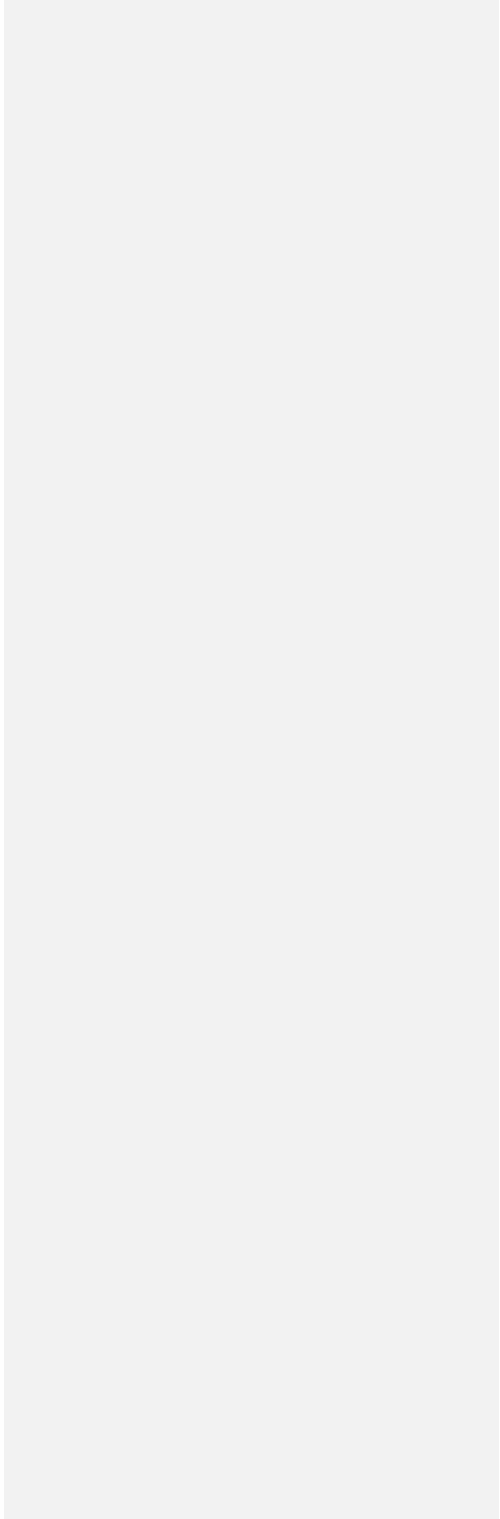
¹ RIGL §45-23-39(d)(1)(v) states that for a state permit from the Rhode Island department of transportation, a letter evidencing the issuance of such a permit upon the submission of a bond and insurance is sufficient, but such actual permit shall be required prior to the issuance of a building permit.
 Amended May 9, 2017

3.		Final Plat Recording and Mapping Fees	
4.		Performance Guarantee (if applicable)	
5.		Engineering Inspection Fee	
6.		Maintenance Guarantee (if applicable)	
7.		Receipt that all other fees to outside agencies have been paid (if applicable)	

Signature of Applicant: _____
Signature of Professional Land Surveyor /Engineer: _____
Registration Number: _____
Signature of reviewer: _____ Date of Review: _____



APPENDIX F
DESIGN AND CONSTRUCTION STANDARDS



APPENDIX F
DESIGN AND CONSTRUCTION STANDARDS

F.1 GENERAL PROVISIONS - STANDARDS FOR REVIEW

A. General Requirements

In addition to the required findings stated in Section 8.6 of Article 8, the approving authority, whether it be the Planning Board, Administrative Officer, or Technical Review Committee as may be the case with development plans shall make positive findings on all of the standards listed below as part of the record for the proposed subdivision or development project. The Planning Board shall have grounds for denial of the proposal if a negative finding for any of these standards is made.

B. Project Design

(1) Purpose.

The purpose of good subdivision and site design is to create a functional and attractive development, to minimize adverse impacts, and to ensure that a project will be an asset to the community. To promote this purpose, land development projects and subdivisions shall conform to the following standards which are designed to result in a well-planned community without adding unnecessarily to development costs.

(2) Subdivision and Development Project Design.

- (a) Design of the development shall be consistent with the Comprehensive Community Plan for the Town of Bristol.
- (b) Development of the site shall be based on the characteristics of the site and upon the site analysis. Development planning and design strategies should also be consistent with Minimum Standard 1 of the RIDEM Stormwater Manual. To the maximum extent practicable, development shall be located to minimize disturbance to the natural features of the site, to avoid areas of environmental sensitivity, and to minimize negative impacts and alteration of natural features, historic and cultural resources, and areas of scenic value which contribute to the character of the Town.

- (c) The following specific areas shall be *preserved as undeveloped open space or lot area*, to the extent consistent with the reasonable utilization of land; and in accordance with the applicable State or Town regulations:
- i. Unique and/or fragile areas including freshwater and coastal wetlands, as defined by a RIDEM qualified biologist;
 - ii. Undeveloped lands in the flood plain, especially velocity flood plain, as defined in Article XII of the Zoning Ordinance;
 - iii. Habitats of endangered wildlife, as identified on applicable Federal or State lists;
 - iv. Archaeologically significant areas as identified by the State Rhode Island Historic Preservation Commission;
 - v. Agricultural lands as defined in Article XII of the Zoning Ordinance;
 - vi. Significant trees or stands of trees, or other vegetative species that are rare to the area or are of particular horticultural or landscape value.
- (d) In general, development shall be laid out to reduce cut and fill; to avoid unnecessary impervious cover; to prevent flooding; to provide adequate access to lots and sites; and to mitigate adverse effects of shadow, traffic, drainage and utilities on neighboring properties. The following standards shall apply (See also Section 8.6 Findings):
- i. Subdivisions shall not create individual lots with such physical constraints to development that building on those lots according to applicable regulations and building standards will be impracticable.
 - ii. All proposed land developments and all subdivision lots shall have adequate permanent physical access to a public street. Lot frontage on a public street without physical access shall not be considered compliance with this requirement; and,
 - iii. Each development shall provide safe circulation of pedestrian and vehicular traffic, for adequate surface water run-off, for suitable building sites, and for the preservation of natural, historical, or cultural features that contribute to the attractiveness of the community;

- iv. The design and location of streets, building lots, utilities, drainage improvements and other improvements in each development shall minimize potential flooding and soil erosion.

C. Lot Design Standards

(1) Developable Land Area.

- (a) All lots shall be designed so as to contain not less than the minimum land area required by the Zoning Ordinance while complying with the definition of Lot Area in Article XII the Zoning Ordinance.

(2) Land Unsuitable for Development.

- (a) Land included in B(2)(c)1 [freshwater and coastal wetlands as designated by RIDEM qualified biologist] shall be considered land unsuitable for development and shall not be used for locating building envelopes and/or septic systems. This land may not be included in the minimum area needed for lots in the R-6, R-8, D, or W zoning districts. The minimum area of contiguous land exclusive of wetlands, known as “upland”, for lots in other zoning districts shall be according to the following schedule, Table 1:

TABLE 1

Zoning District	Minimum Amount of Contiguous Upland Required for Lots (in square feet)
R-10 and GB	8,000
R-15	12,000
R-20 and M	16,000
R-40	20,000
R-80	40,000

- (b) Public access, waterfront access, or scenic areas, exclusive of those located in wetlands, which are conveyed by easement solely to the Town, State other Governmental entity, or recognized Conservation organization may be included in the lot area for calculation.

(3) Lot Configuration.

When designing the layout of lots and future buildings within a development, the following standards and conditions shall apply.

- (a) All lots shall abut an existing or proposed public street with a minimum frontage as set forth in the Zoning Ordinance, except as otherwise provided.
- (b) Except on those sides bordering a street, lots shall have no interior angles greater than two hundred (200) degrees unless the Planning Board (or Administrative Officer in the case of Administrative Subdivisions) makes a finding that the proposed interior angle would not result in the creation of a Flag Lot. In general, building lots shall have a proportion of average lot depth to average lot width not exceeding two and five tenths (2.5) to one (1), provided; however, that they have the **minimum lot size as required in the Zoning Ordinance.**
- (c) The Planning Board shall have the right to prohibit or require modification to proposed lots which are shaped or configured in such a manner as to conflict with the use of the land for the intended purposes. The Planning Board may vary street locations, lot shapes and dimensions, yards and setbacks for the purpose of encouraging and promoting flexibility, economy, and environmental soundness in layout and design, **provided that the lots areas and dimensions, yards and setbacks within the subdivision meet or exceed the minimum requirements of the Zoning Ordinance,** and provided that such standards shall be appropriate to the type of development permitted.
- (d) Residential developments.
 - i. Every lot shall have sufficient access to it for emergency vehicles as well as for those needing access to the property in its intended use.
 - ii. Except as otherwise provided, residential lots shall front on local streets wherever practicable.
 - iii. The placement of dwelling units in residential developments shall respond appropriately to considerations of topography, privacy, building height, orientation, drainage, and scenic values.
- (e) Commercial and industrial developments. Commercial and industrial developments shall be designed according to the same principles governing the design of residential developments; namely, buildings shall be located according to topography, with environmentally sensitive areas avoided to the maximum extent possible; factors such as drainage, noise, odor, and

surrounding land uses considered in siting buildings; sufficient access shall be provided and adverse impacts mitigated.

(4) Blocks.

In residential subdivisions, blocks shall not normally be greater than one thousand (1,000) feet in length. Blocks in grouped housing, commercial or industrial developments, shall be designed to allow traffic to move with ease and to provide inherent safety to pedestrians and inhabitants. The dimensions of such blocks shall be related to the site requirements of the contemplated uses.

D. Circulation and System Design

(1) Road System.

- (a) The arrangement of streets shall be considered in relation to the existing street system and to existing topographic and natural conditions. The road system shall be designed to permit the safe, efficient and orderly movement of traffic; to meet, but not exceed, the needs of the present and future population served; to have a simple and logical circulation pattern; to respect natural features and topography; to improve the visual quality of the subdivision; to increase privacy and reduce unnecessary noise and traffic.
- (b) In grouped housing and commercial developments, the number of site entrances shall be the minimum necessary for effective traffic control. The sharing of access driveways and parking areas by adjoining properties is desirable and will be required where appropriate.

(2) Pedestrian and Bicycle Systems.

- (a) Pedestrian and bicycle systems shall be located as required for safety. In conventional subdivision developments, walks shall be placed parallel to the street with exceptions permitted to preserve natural features or to provide visual interest. Walks may be placed away from the road system with permission of the Planning Board.
- (b) In site development, the layout and design of all means of vehicular and pedestrian circulation, including interior drives, parking areas, and walkways shall provide for safe interior circulation and separation of pedestrian, bicycle, vehicular, and service traffic.

E. Landscape Design

- (1) Reasonable landscaping should be provided at site entrances, in public areas, in parking areas, adjacent to buildings, as required for screening; and, in buffer areas. The type and amount of landscaping required shall be allowed to vary with type of development, as approved by the Planning Board or Technical Review Committee with referral to the Bristol Conservation Commission.
- (2) The plant or other landscaping material that best serves the intended functions shall be selected. Landscaping materials shall be appropriate for the local environment, soil conditions, and availability of water. The use of grasses that require minimal watering and fertilization is encouraged, particularly in areas that are ecologically sensitive.

F. Lighting Requirements

Lighting for safety shall be provided at intersections, along walkways, at entryways, between buildings and in parking areas where they shall be coordinated with stall and aisle layouts.

G. Sign Requirements

Signs, as defined by the Zoning Ordinance, shall be in compliance with the requirements and standards of Article IX of the Zoning Ordinance.

H. Buffering Requirements

- (1) Every development shall provide sufficient buffering when topography, existing vegetation or other barriers do not provide reasonable screening and when the approving authority has determined that there is a need to: shield neighboring properties from any adverse external effects of a development; shield the development from any negative impacts of adjacent uses; and/or to minimize stormwater impacts on flood management and water quality.
- (2) Buffer easements and landscaping within the buffer area shall be as set forth in these regulations (Section F.2)

I. Sustainability / Energy Efficiency

To the maximum extent reasonably practicable, developments should utilize energy-efficient technology and renewable energy resources and shall adhere to the principles of energy conscious design with regard to orientation, building materials, shading, landscaping, and other elements.

- (3) **LEED®** (Leadership in Energy and Environment Design) certified buildings shall be encouraged. LEED ® establishes a system for measuring building and site performance by promoting designs that integrate energy and resource conservation. Construction shall use “green” strategies and materials to the extent possible.
- (4) **Solar Radiation** New development shall maximize the benefits of solar radiation. Orientation recognized in the façade treatment, trees and shade structures shall be incorporated into designs.
- (5) **Green Roof** “Green” roofs shall be encouraged in any development design and the green roof area shall be considered non-roof for any landscape area calculation.
- (6) **LID (Low Impact Design)** Strategies, consistent with the State of Rhode Island Stormwater Design and Installation Standards Manual, as amended.

F.2 PUBLIC IMPROVEMENT AND DESIGN STANDARDS

A. General.

The applicant, at his own expense, shall construct all improvements where required by the Planning Board in granting approval for any subdivision or development subject to these regulations; including, off-site improvements where directly related to impacts from the proposed development.

B. Street Design Standards.

The following design standards shall be followed where applicable in the design and construction of any subdivision or development project, including building permits for single lots.

(1) Frontage on Improved Streets.

- (a) The area to be built on, developed or subdivided shall have frontage on an existing, improved public street. If such an existing street has not been improved to the standards and specifications as required by these Regulations, the Planning Board must approve the street improvement. (Refer to application submission requirements in Appendix D, Section C, of these regulations “Construction Documents” The applicant shall make certain improvements along the part of the street abutting the

property and/or leading to the property being subdivided or developed where necessary for drainage, safety, traffic or other reasons as deemed proper by the Board in accordance with the following sections

- i. For platted, dedicated streets (platted and dedicated prior to the effective date of these regulations) which are not improved ; Developer shall pay all related costs for: engineering work to prepare plans; and all costs to construct a new road in accordance with the standards of Section F.3 General Construction Standards of the Town of Bristol Subdivision and Development Review Regulations including but not limited to installation of property boundaries, drainage, hydrants, sewer and water supply, street trees, street lighting, gravel base course treatment, bituminous binder course, and surface course.
- (b) Where the lot to be built on is a pre-existing single lot of record, the base course shall be installed prior to issuance of a building permit and the balance of the outstanding improvements are to be completed prior to issuance of a certificate of occupancy unless a performance guarantee is posted. Where roads are improved as part of multiple preexisting lots of record or a subdivision, the Developer shall complete the work or post a guarantee in accordance with Section 6.5 of these Regulations.
- (c) In all cases, the Developer shall be responsible to reimburse the Town of Bristol for the Planning Board's Engineer Review and Inspections in accordance with Section 7.5 of these regulations.

(2) Street Classification.

Street design within a proposed subdivision or land development shall conform to the street classification system as established herein. Requirements for right-of-way and pavement width, on-street parking, drainage and other utilities, sidewalks, bicycle path and other design standards shall be tailored to street function.

Street classification shall be determined by the Planning Board. The following major categories of street classification are established:

- (a) Arterial - A major public street that serves as an avenue for the circulation of traffic into, out of, or around the Town and carries high volumes of traffic.

- (b) Collector - A public street whose principal function is to carry traffic between local streets and arterial streets but that may also provide direct access to abutting properties.
- (c) Local - Public streets whose primary function is to provide access to abutting properties.
- (d) Stub Road/Connector - A portion of a street reserved to provide access to future development, which may provide for utility connections
- (e) Cul-de-Sac - A local street with only one outlet and having an appropriate vehicular turnaround at the closed end.
- (f) Service Road - Streets parallel and adjacent to arterial streets and highways which provide access to properties in the subdivision and provide protection from through traffic.
- (g) Industrial - A public street that services properties within an industrial zoning district.

(3) Street Right of Way and Pavement Widths.

Street right-of-way and pavement widths shall conform to the dimensions shown in Table 2 below. Figure 1 illustrates a typical cross section of a local street proposed for acceptance and maintenance by the Town.

TABLE 2

Type of Street	Right-of-Way Width	Pavement Width
Local	50'	24'
Stub Road or Connector	50'	24'
Cul-de-Sac Serving 4 lots or less	40'	24'
Service Road	40'	24'
Industrial	60'	28'
Collector	50'	28'
Arterial	80'	(*)

(*) Pavement width as per Planning Board, based on traffic studies, best available engineering data and other pertinent information that the Planning Board may

require to assist in determining, subject to the recommendations of the Planning Board Engineer.

(4) Variations to Right-of-way and Pavement Widths.

- (a) The Planning Board shall have the right to require greater right-of-way widths and greater paved surfaces and to allow reduced right-of-way and paved surfaces where the Board finds it appropriate. The Board shall consider expected and future traffic, the possibility for expansion or continuation of the street, public safety, on-street parking needs and requirements, the existing and proposed zoning and land use in evaluating road width requirements. When on-street parking is needed or required, pavement widths shall be designed so that there is a minimum of 20' for unobstructed passage in accordance with the Fire Code.
- (b) The Planning Board may allow the pavement to be off-set within the right-of-way.

(5) Street Layout and Arrangement.

- (a) In subdivisions and land development projects, access shall be designed to avoid street systems which have only one principal means of egress. In order to provide for alternative access, at least two (2) vehicular access streets may be required by the Planning Board in major subdivisions, when determined by the Board to be feasible. Proposed streets within subdivisions and land development projects shall provide for their continuation or projection to intersect with principal streets on the perimeter of the subdivision or with adjacent vacant property in order that the streets may be extended at a future time.
- (b) Street Grades. Grades of minor residential streets shall not be less than five-tenths (0.5) percent nor more than ten (10) percent. Arterial and industrial streets shall not exceed five (5) percent in grade nor be less than five-tenths (0.5) percent in grade.
- (c) Where a deflection angle of ten (10) degrees or more occurs along the center line of a street, a curve with a radius of not less than one hundred fifty (150) feet shall be introduced.

(6) Access to Adjoining Properties.

- (a) When the Planning Board requires the provision of access to adjoining property, proposed streets (also known as “stub roads” or “connectors”) shall be continued and improved for a minimum length of ten (10) feet so that they are recognizable. The reservation of strips of land preventing such access shall not be permitted. Where a dead-end street is to provide future access to adjacent property, the Planning Board may require a defeasible easement provision for a turn-around or a “T” turn-around until such time as the street is extended.
- (b) The minimum dimensions for a “T” turn-around shall be forty (40) feet x eighty (80) feet.
- (c) A performance guarantee may be required to insure completion of the street or construction of a permanent cul-de-sac within a reasonable period of time.
- (d) Access to adjoining property for pedestrian and/or bicycle circulation may be required if the Planning Board finds that the connection will either: increase accessibility between adjoining subdivisions; join existing or proposed sidewalks or bicycle paths; join subdivisions to major public or private schools, recreation areas or other facilities; or, significantly enhance the public safety by providing such pedestrian and/or bicycle connections.

(7) Street Intersections.

Street intersections shall either coincide precisely with, or be offset by at least one hundred fifty (150) feet from other intersections. Intersections shall intersect as nearly as possible at ninety (90) degree angles; no intersection shall have an angle of less than sixty (60) degrees. Corners at intersections shall be rounded to provide a radius of not less than fifteen (15) feet.

(8) Dead-End Streets (Cul-de-sacs).

All dead end streets shall end in a cul-de-sac or T-shaped turnaround and shall be clearly marked at their entrances. The length of a dead-end street shall not exceed six hundred (600) feet, measured to the center point of the cul-de-sac radius, to ensure the adequate and safe circulation of vehicular traffic.

A cul-de-sac turn-around shall have a minimum radius for paved area of forty (40) feet with a fifty (50) foot right-of-way radius and may be off-set left or right. The Planning Board may permit a thirty (30) foot paved radius where appropriate. The Planning Board may also permit a landscaped island in the center of the cul-de-sac

to aid with stormwater management. Where appropriate, the Planning Board may permit a T-shaped turnaround with a minimum length of sixty (60) feet and a minimum width of twenty (20) feet.

(9) Street Names.

- (a) An extension of an existing street shall have the same name as the existing street. Names of other proposed streets shall be substantially different from any existing street name in the Town of Bristol as approved by the Planning Board and the Town Fire Chief in accordance with the 911 Uniform Emergency Telephone System.
- (b) As a general rule, cul-de-sacs shall be “courts” and private streets shall be “ways” in order to provide clarification as to the type of road.

(10) Street Numbers.

Street numbers, for mailing purposes, shall be assigned to each new lot or building in concurrence with the Director of Community Development, the Tax Assessor, and the Post Office as per the 911 Uniform Emergency Telephone System.

(11) Street Signs.

Traffic and street name signs shall be included in the subdivision design and approved by the Department of Public Works and the Chief of Police. Such signs shall be installed by the developer or by the Department of Public Works at the developer's expense.

(12) Lighting.

- (a) In all new subdivisions where road improvements are being made, provisions shall be made for street lights with LED Bulbs to be installed generally every two hundred (200) feet or as approved by the Planning Board
- (b) The maximum height of light standards in commercial and industrial districts shall not exceed twenty-five (25) feet, unless specifically authorized by the Planning Board.
- (c) Where there is a mix of residential and commercial uses, light standards shall not exceed twenty (20) feet in height, unless specifically authorized by the Planning Board.
- (d) The height and shielding of lighting shall provide proper lighting without hazard to drivers or nuisance to residents.

- (e) The design of lighting standards shall be of a type appropriate to the development as approved by the Planning Board.

Spotlights, if used, shall be placed on standards, pointing toward the building and positioned so as to not spill onto residential areas but, directed onto the buildings.

(13) Street Trees.

Where existing tree growth is determined by the Planning Board or Technical Review Committee (TRC) to be insufficient, the Planning Board or TRC shall require the applicant to plant street trees along both sides of all new streets within developments or along the existing streets abutting the development in accordance with the approved landscape plan. Street trees shall be appropriate for the terrain, soil and climatic conditions encountered in the development, and in accordance with the following standards:

- (a) Location - Street trees shall be planted within street rights-of-way along both sides of the street.
- (b) Spacing - Trees shall be planted at distances of not less than thirty (30) feet nor more than fifty (50) feet apart along each side of the street pavement. At street corners, trees shall not be planted within twenty-five (25) feet of the intersecting right-of-way lines.
- (c) Type - Trees shall be of nursery stock grown under local climatic conditions and of a type as recommended by the Bristol Conservation Commission and approved by the Planning Board. Species which have been introduced to this region by way of Bristol are preferred, including the following: NEW STREET LIST TO BE INSERTED FROM CONSERVATION COMMISSION RECOMMENDATION

- ~~Thornless Honey Locust (*Gleditsia Triacanthos inermis*);~~
- ~~Moraine Locust (*Gleditsia Triacanthos inermis* "Moraine");~~
- ~~Little Leaf Linden (*Tilia Cordata*);~~
- ~~Crimean Linden (*Tilia Euchlora*);~~
- ~~Pin Oak (*Quercus palustris*);~~
- ~~Japanese Zelkova (*Zelkova serrata*);~~
- ~~Ginkgo (*Ginkgo biloba*);~~
- ~~Katsura Tree (*Cercidiphyllum japonicum*);~~
- ~~Common horsechestnut (*Aesculus hippocastarium*);~~
- ~~Shagbark Hickory (*Carya Ovata*)~~
- ~~Northern Catalpa (*Catalpa speciosa*)~~
- ~~Common Hackberry (*Celtis Occidentalis*)~~

- ~~White Ash (*Fraxinus Americana*)~~
- ~~Common or European Ash (*Fraxinus excelsior*)~~
- ~~Green Ash (*Fraxinus Pennsylvanica*)~~
- ~~Black Walnut (*Juglans nigra*)~~
- ~~American Sweet Gum (*Liquidambar styraciflua*)~~
- ~~Tulip Tree (*Liriodendron tulipifera*)~~
- ~~Cucumber Tree (*Magnolia acuminata*)~~
- ~~Tupelo (*Nyssa sylvatica*)~~
- ~~London Planetree (*Platanus x acerifolia*)~~
- ~~Common Sycamore (American Planetree, Buttonwood) (*Platanus occidentalis*)~~
- ~~Swamp White Oak (*Quercus bicolor*)~~
- ~~Scarlet Oak (*Quercus coccinea*)~~
- ~~Bur Oak (*Quercus macrocarpa*)~~
- ~~Northern Red Oak (*Quercus rubra*)~~
- ~~Black Locust (*Roninia pseudoacacia*)~~
- ~~Japanese pagoda Tree (Scholar Tree) (*Sophora japonica*)~~
- ~~American Linden (*Tilia Americana*)~~
- ~~Redmond Linden (*Tilia x Redmond*)~~
- ~~Common Linden (European Linden) (*Tilia x europaea*)~~
- ~~Silver Linden (*Tilia tomentosa*)~~
- ~~Pendent Sliver Linden (*Tilia petiolaris*)~~
- ~~New Harmony American Elm (*Ulmus Americana*)~~
- ~~Princeton American Elm (*Ulmus Americana*)~~
- ~~Valley Forge American Elm (*Ulmus Americana*)~~
- ~~Morton/Accolade Elm (*Ulmus japonica x wilsoniana*)~~

- (d) Size - The average trunk diameter measured at a height of six (6) inches above the finished grade shall be a minimum of two and one half (2½) inches at time of planting. Street trees shall have a minimum overall height of eight (8) feet.
- (e) Quality - Street trees shall be of a symmetrical growth, free of insect pests and disease, suitable for street use and durable under the maintenance contemplated. Existing trees on the site, which are suitable for use as street trees, may be used if inspected and approved by the Tree Warden before planting.
- (f) Planting - Planting shall be done during the proper season and no planting shall be done in frozen soil or during unfavorable weather conditions. Each tree shall be planted plumb, slightly lower than where it stood in the nursery (in relation to the finished grade) and shall be thoroughly watered when the hole is two-thirds full of loam. Loam

shall be clean of good quality and of such fertility and composition that it will continuously support plant growth. After watering, the filling shall be complete and the loam thoroughly tamped. After planting, a three-inch mulch of well-seasoned manure or peat shall be applied over the disturbed ground and a shallow watering basin provided around the tree.

- (g) Staking - Each tree shall be secured by double staking in such manner as to ensure maximum stability and to prevent whipping of the tree in high winds. Such staking shall be accomplished with a pair of two and one-half (2 1/2) inches by eight (8) feet stakes driven plumb two and one-half (2 1/2) feet into the ground and tied at the tops and bottoms with figure-eight hitches of No. 4 gauge wire encased in rubber hose or its equivalent.
- (h) Maintenance - All trees shall be watered and maintained by the applicant to assure that suitable growth has been established.

C. Easements.

- (1) Easements may be required by the Planning Board where necessary for the proper location and placement of improvements on private land as described below. The area of the easement may be included in the calculation of the lot area. The Board may, in its own discretion, require the dedication of land to the Town in lieu of easements if such dedication would provide greater control over and access to the intended use. Permanent monuments may be required to be installed to mark the easement as determined by the Director of Public Works.
 - (a) Sanitary Sewers. Easements across lots shall be provided for sanitary sewers where they are required in accordance with standards of the Bristol Water Pollution Control. The easement width shall be twenty (20) feet.
 - (b) Drainage Easements. Easements to maintain underground drainage facilities on private land shall be dedicated to the Town where required. The nominal width for a drainage easement shall be twenty (20) feet. Easements into and upon above ground drainage facilities such as stormwater detention or retention basins shall be granted to the Town wherever stormwater from Town-owned streets or other improvements is intended to be directed to such basins.

- (c) **Bicycle or Pedestrian Access Easements.** Bicycle and pedestrian access shall be provided where required on a separate strip of land dedicated to the Town or on an easement having a minimum width of eight (8) feet or as determined by the Planning Board.
- (d) **Buffer Easement.** Vegetated buffers shall be planted and maintained where required to avoid adverse impacts from adjacent uses. The width of such buffer easement shall be determined by the Board (or TRC as the case may be). The applicant shall propose plantings within the buffer as well as a maintenance plan which shall be reviewed by the Bristol Conservation Commission and approved by the Planning Board or TRC. The maintenance plan shall include a provision whereby failure to maintain the buffer will result in maintenance by the Town at the owner's expense. The buffer easement may be bounded as determined by the Planning Board or TRC by either a stone wall, split rail fence or other similar treatment in order to demarcate the easement area.
- (e) **Other Easements.** All other required easements shall be of sufficient width and area for the intended purpose. All utility easements shall be a minimum width of fifteen (15) feet, and in compliance with the utility company requirements.

D. Permanent Monuments.

Permanent monuments shall be granite which shall be thirty (30) inches in length and a minimum of four (4) inches square in cross-section. A drill hole one-half (1/2) inch in diameter and three - quarters (3/4) of an inch deep shall be placed and centered on the top surface of the monument. All monuments shall be set flush with the finished grade.

E. Curbs.

Vertical concrete or granite curbs are required in streets within industrial subdivisions and will be required by the Planning Board in other subdivisions where deemed necessary to control surface water and drainage or where it may connect with existing curbing. If determined appropriate, the Planning Board may allow rolled curbing or asphalt berm. The use, type, and location of curbing should be appropriate for anticipated vehicular and pedestrian traffic, sight lines, slope, and stormwater management system design.

F. Sidewalks.

- (1) Sidewalks shall be required to be installed on one side of new streets in subdivisions and in multifamily developments. Sidewalks may be required to be installed on both sides of new streets if the Planning Board finds the following:
 - (a) The subdivision is located in reasonable proximity to major public or private facilities such as churches, shopping areas, playgrounds, etc. where there is a reasonable likelihood that pedestrian traffic to/from/within the proposed subdivision would result; or
 - (b) The subdivision is located within an area with high vehicular traffic volumes and where there would be a likelihood of significant danger to pedestrians.
- (2) In commercial developments, there shall be at least one clearly designated pedestrian route between the street, the parking area and the main entrance of the building.
- (3) Sidewalks may be required to be installed as off-site improvements in accordance with the provisions of Subsection M of this Section.

G. Bicycle Paths.

- (1) Bicycle paths shall be incorporated into the proposed subdivision or land development where the Planning Board finds it necessary to extend an existing bicycle path; to intersect with State bicycle facilities; or, where nearby public or private schools, recreation areas, or other similar facilities are likely to generate bicycle traffic.
- (2) Bicycle racks or spaces racks shall be provided as required.

H. Access to the Water.

- (1) Where a deeded, recorded, right-of-way to the water exists within the subject property, the Planning Board shall require public access consistent with safe pedestrian and/or vehicular passage. The Board may require that the access may be appropriately signed and maintained so that the right-of-way is known and accessible.

- (2) New pedestrian paths to the water shall be incorporated into the proposed development where required by the Planning Board in order to provide access to the water for the future residents of the development.
- (3) Pedestrian paths shall be improved to the satisfaction of the Planning Board in accordance with any applicable requirements of the Rhode Island Coastal Resources Management Council.

I. Drainage.

- (1) The drainage system may be comprised of natural and man-made elements, including grassed swales, curbs, catch basins, culverts, and stormwater pipes. The applicant is encouraged to minimize the use of retention and detention basins and incorporate natural low impact design (LID) elements into the drainage design whenever possible using the Best Management Practices (BMP's) and standards of the State of Rhode Island Stormwater Design and Installation Standards Manual (RI Stormwater Manual). BMP's such as grassed swales and vegetated filter strips not only collect and transport stormwater, but also mitigate pollution; reduce sedimentation; provide visual aesthetics, recreational opportunities, and potential wildlife habitat. Drainage structures shall be in conformance with the accepted State RIDOT standards, or approved equals. The stormwater management plan should emphasize infiltration and the low impact design, and how the selected management techniques will be operated and maintained during and after construction.
- (2) A Drainage Report with a detailed narrative description of the existing conditions and the proposed drainage system along with the drainage calculations will be submitted as supporting documentation. This report will contain a site Locus Map, a graphic depicting the site soils based on National Resources Conservation Service Soil Survey data, Floodplain information as indicated on the Town of Bristol Flood Insurance Rate Maps (FIRM), and existing and proposed drainage watershed areas clearly indicating all sub-watersheds with the time of concentration flow lines. The drainage plan and drainage calculations shall also contain the following information:
 - (a) The proposed drainage system shall be designed in accordance with RI Stormwater Manual Standards to accommodate stormwater such that 24 hour detention is provided for the one (1) year storm event, and post-construction conditions do not result in peak run-off increases in rate from pre-construction conditions for the ten (10), and one-hundred (100) year storm events.

- (b) For developments located within the watersheds of Mt. Hope Bay and the Kickemuit River, which have approved Total Maximum Daily Load (TMDL) plans for impaired waterbodies, stormwater management BMP's shall include those infiltration and filtering practices that have been found to have higher bacteria removal rates as described in the RI Stormwater Manual.
- (c) An estimate of the quantity of stormwater surface run-off presently flowing from the land proposed to be subdivided, and that which would be generated by the proposed subdivision, calculated on the basis of the two (2), ten (10), twenty-five (25), and one-hundred (100) year frequency, 24 hour, Type III, rainfall events.
- (d) An estimate of the quantity of storm water surface run-off entering the subdivision naturally from upstream areas within the watershed under present conditions, calculated on the basis of the two (2), ten (10), twenty-five (25) and one-hundred (100) year frequency 24 hour, Type III, rainfall events.
- (e) To the maximum extent practicable as agreed upon by the Planning Board Engineer and the applicant's engineer, any increase in storm runoff volume, up to and including the 10-year storm event, shall be retained and recharged on site as close as feasible to its place of origin by means of detention ponds or basins, seepage areas, subsurface drains, porous paving, or similar low impact design techniques. This shall be required within the Tanyard Brook and Silver Creek watersheds and encouraged to the extent practicable in other areas of Bristol.
- (f) An analysis of the capability of existing watercourses, storm sewers, culverts and other drainage facilities within the land proposed to be subdivided to handle the run-off as calculated under 1 and 2 above, and proposals to handle such surface run-off. Design criteria for drainage improvements shall conform to the State Specifications cited above as may be modified by the Town of Bristol. Culvert and storm sewers shall be designed as follows: pipe sizing for the twenty-five (25) year frequency rainfall; cross culvert sizing for fifty (50) year frequency rainfall, [one-hundred (100) year frequency in a special flood hazard zone].
- (g) Proposals for disposal of surface run-off, downstream from the subdivision without damage to land and improvements or to the receiving water body. The drainage report shall specifically address the

downstream impacts resulting from the proposed drainage system (outlet structure and emergency spillway, etc.).

- (h) The drainage plan and narrative shall further indicate how the following specific requirements will be met:
- i. That each lot will be adequately drained;
 - ii. That natural drainage patterns will be maintained whenever possible;
 - iii. That all existing watercourses will be left open, unless approval to enclose is granted by the Planning Board;
 - iv. That all new open watercourses will be seeded, sodded or paved depending on grades and soil types; and,
 - v. That a continuous drainage system will be installed and connected to a natural or manmade water course or to an existing piped storm drainage system. The ultimate destination of such continuous drainage shall be a permanent natural body of water or wetland. Where the Planning Board Engineer determines that such ultimate destination is impractical, the Board shall require the construction of a retention or detention area capable of accommodating proposed stormwater volumes based on the two (2) year, ten (10) year, twenty-five (25) year, and one-hundred (100) year frequency rainfall events.
- (i) Where any part of the drainage system is proposed for location outside the public street right-of-way, provisions for future maintenance approved by the Planning Board and Department of Public Works will be provided.
- (j) All necessary easements to off-street watercourses will be obtained by the applicant and approved by the Town Solicitor.
- (k) Where volume velocity of the surface run-off is high, the flow thereof shall be controlled by one of the following: rip-rap, sediment basins, flow spreaders, or other applicable devices and/or techniques as recommended in the RI Stormwater Manual and Rhode Island Soil Erosion and Sediment Control Handbook.

- (l) Whenever a development will increase the burden on downstream drainage facilities or watercourses, the applicant shall make the necessary improvements, to the satisfaction of the Director of the Public Works Department in coordination with the Planning Board Engineer or shall pay a sum of money to the Town to be used for future improvements of such facilities or watercourses. Said sum of money shall be computed on the basis of the projected costs of the anticipated downstream improvement and the proportionate burden contributed by the project.
- (m) An operations and maintenance (O&M) plan detailing preventative maintenance procedures and schedules required to maintain the intended operation and safe condition of all structural best management practices (BMP) in compliance with the Soil Erosion, Runoff and Sediment Control Ordinance, Chapter 29 of the Bristol Town Code. All O&M plans shall include contact information for the party legally responsible for maintaining the proposed BMP's as well as a proposed maintenance agreement between the property owner and the Town, as may be required.
- (n) The drainage plan and calculations shall include the seasonal high ground water table and a calculation on the volume of groundwater displaced by proposed basements which should then be accounted for in the design of the drainage system. In areas where the seasonal high water table and the installation of basements would impact the drainage, the Planning Board may prohibit basements.

J. Utilities. (See Section F.4 of these Regulations for construction standards.)

(1) Sanitary Sewers.

Sanitary sewers shall be required in all subdivisions and land development projects where such sewer service is required in accordance with the procedures and standards set forth by Bristol Sewer Authority as approved by the Planning Board. Sanitary sewers shall generally be located in the center of the street. Also reference Chapter 18 of the Town of Bristol General Ordinances.

(2) Water Service.

Water service shall be provided for each lot in accordance with the requirements of the Bristol County Water Authority. Water lines shall generally be located on the north or east side of the street. Flow test information may be required by the

Planning Board or Planning Board's Engineer in areas with known or suspected water pressure or water volume concerns.

(3) Gas Service.

Gas service shall be provided in all subdivisions and land development projects where such service is available in accordance with the standards set forth by the Bristol and Warren Gas Company. Gas lines shall generally be located on the south or west side (opposite side from water service) of the street.

(4) Communication Lines (Electric, Telephone, and Cable TV).

All new electric, communication (telephone, fire alarm, and cable TV) and street lighting lines shall be installed underground. Communication lines are not required to be placed underground for: minor subdivisions where no street creation is required, where utilities already exist aboveground; providing, however, that any new lines follow the existing aboveground utilities; or, where the Planning Board finds that aboveground utilities are consistent with the character of the existing neighborhood.

(5) Fire Hydrants.

Fire hydrants shall be installed in subdivisions and developments as specified by the Town of Bristol Fire Chief.

K. Landscaping Standards.

- (1) Landscaping shall be provided as part of a development or subdivision design. It shall be conceived in a total pattern throughout the site, integrating the various elements of a site design, preserving and enhancing the site where appropriate. Landscaping and vegetative buffers shall be utilized to separate residential areas from major roadways, commercial and manufacturing areas. The maximum amount of land area which may be required to be landscaped in commercial districts shall be based on the following percentages:
LB - 40%; D - 5%; W - 15%; GB - 30%; and, M - 20%.
- (2) Landscaping includes plant materials such as trees, shrubs, ground covers, grass, and flowers, and may also include other materials such as rocks, berms, woodlands, stone walls, and planters.
- (3) Plant species. The plant species selected should be hardy for Zone 6 and appropriate in terms of function and size. Plant species which have minimal requirements for watering and fertilization are preferred.

(4) Areas which require landscaping shall include, but are not necessarily limited to, the following:

- Drainage facilities, such as retention/detention basins, or drainage swales;
- Entrance features;
- Open Space areas;
- Proposed recreation facilities;
- Buffer areas;
- Parking area;
- Rubbish disposal areas, (as screening);
- Lot areas which are disturbed during the construction process or where extensive grading removes a significant amount of natural vegetation;
- Areas subject to regrading or stabilization for soil erosion and sediment control purposes.

Landscape plan. A landscape plan, prepared by a registered landscape architect, shall be submitted to the Planning Board or Technical Review Committee (TRC) when it is determined that (a) existing landscaping is insufficient; (b) the site of the proposed development has been disturbed so as to require significant new vegetation; or (c) additional landscaping is necessary to preserve, or enhance significant visual characteristics of the site. If a landscape plan is required, the applicant shall be advised of this requirement at the preliminary review stage of a minor subdivision, at the master plan stage of a major subdivision, and at the pre-application stage of a development plan or at the first stage of review if there is no pre-application. A submitted landscape plan may be referred to Conservation Commission or other designated review body for review and recommendations on the plan subject to the approval of the Planning Board or TRC. Any fees for outside review shall be paid by the applicant pursuant to Section 7.5 of these regulations.

At a minimum, the plan shall identify the following:

- existing shrubs and ground covers with a notation as to plantings which are large for their species, rare to the area or of other special horticultural or landscape value;
- Proposed plantings shown at five (5) year growth;
- the results of any soil testing for tree species selection;
- natural features such as stone walls and rock outcroppings;
- man-made elements such as retaining walls, fences, signs, planters,
- proposed grading at two (2) foot intervals;
- lighting;

- specifications for loaming, fertilizing and seeding;
 - the location of all proposed landscaping and construction details as necessary;
 - a planting schedule to indicate proposed planting by species, size at time of planting, and maintenance requirements; and,
 - where existing plantings are to be retained, the plan shall indicate proposed methods of protecting them during construction.
- (6) Upon completion of all required plantings, a letter prepared and signed by a registered landscape architect shall be submitted to the Administrative Officer certifying that all landscape / buffer plantings have been properly installed in compliance with the approved landscape plan.
- (7) Topsoil preservation. If the topsoil on a site is suitable for landscaping, then it shall not be removed. To the maximum extent practicable, the developer shall minimize the areas of the site to be regraded or disturbed.
- (8) Removal of debris. All organic material, rubbish, hazardous materials or debris shall be removed from the site upon completion of construction within the development. Disposal of cleared, grubbed and stripped materials (including roots, stumps, brush, and foliage) shall be the responsibility of the developer and shall not occur in the area of the development reserved for open space, streets or driveways.
- (9) Protection of existing plantings and site features. It is the goal of the Planning Board to protect and preserve healthy trees and other plant specimens which are large for their species, rare to the area or of special horticultural or landscape value. Applicants are encouraged to incorporate these natural features into the design of the development; trees and other plant specimens protected may be used to fulfill the landscaping requirements.
- (a) Plantings. No material or temporary soil deposit or excavation shall occur within four (4) feet of shrubs or within two (2) feet of the drip line of shrubs or trees designated on the landscape plan to be retained. Protective barriers are to be installed around each plant and/or group of plants that are to remain on the site. Barriers shall be free-standing and self-supporting. Unless otherwise approved, they shall be a minimum of four (4) feet in height and constructed of a durable material that will last until construction is completed. Snow fences and silt fences are example of acceptable barriers.

(b) Site features. Existing stone walls shall be retained to the maximum extent possible. Where a development would require relocation of a stone wall, it shall be re-built along an existing property line whenever possible or in an approved location elsewhere on the site. A re-built stone wall shall have the original characteristics of height and width and be at least the same length of the original wall.

L. Erosion and Sediment Control.

All development projects shall comply with Minimum Standard 10 of the RI Stormwater Manual and the plan requirements and performance principals of the Soil Erosion, Runoff and Sediment Control Ordinance, Chapter 29 of the Bristol Town Code as they relate to erosion and sediment control.

M. Off-Site Improvements.

(1) Purpose.

This section is intended to ensure that applicant provides off-site infrastructure improvements in order to mitigate the impacts which are directly or indirectly attributable to the new development. Such improvements may be required by the Planning Board if it finds that there is a reasonable relationship between the requested improvement and the proposed new development. Off-site improvements may include but are not limited to improvements to the following:

- (a) sanitary sewers;
- (b) water supply systems;
- (c) roadways;
- (d) sidewalks;
- (e) bicycle paths;
- (f) drainage systems;
- ~~(f)~~(g) Street trees; and,
- ~~(g)~~(h) other utility infrastructure systems.

(2) General Conditions..

As a condition of final approval, the Planning Board may require an applicant to construct reasonable and necessary improvements located off the proposed land being subdivided. Necessary improvements are those clearly and substantially related to the subdivision of land development being proposed. All required off-site improvements must reflect the character defined for that neighborhood by the Comprehensive Plan.

N. Temporary Improvements.

- (1) All temporary improvements shall be presented on the preliminary plan submission, but may be requested by the Technical Review Committee during master plan review for major land development or subdivision.
- (2) The nature, purpose, design and construction of the temporary improvements are to be detailed as required by the Committee or the full Board. The design and method of restoration will likewise be detailed. The maintenance of the restored area shall also be specified and guaranteed under the provisions of Section 6.4 of these regulations.

O. Engineering and Land Survey.

Wherever it is mandated by these Regulations that certain tasks associated with subdivision plans and improvements be performed by registered professional engineers and/or registered land surveyors, all such tasks shall be performed according to existing and amended standards of the State of Rhode Island and Providence Plantations Board of Registration for Professional Engineers and Board of Registration for Land Surveyors.

F.3 GENERAL CONSTRUCTION STANDARDS.**A. Construction Plans.**

Two (2) complete sets of all construction plans, profiles, cross-sections and other working drawings of required construction improvements, and one (1) electronic AutoCAD file of each shall be submitted to and approved by the Planning Board Engineer prior to any construction. One (1) set, with approval indicated thereon, shall be returned to the developer. In addition, a construction sequence schedule shall also be submitted for approval of the Planning Board Engineer.

B. Notification.

- (1) A pre-construction meeting shall be held with the Planning Board Engineer at least seven (7) days prior to the start of any subdivision or development improvements. The developer, or his representative, and the on-site project manager shall attend this meeting.
- (2) No step in the construction of required improvements shall commence until the Planning Board Engineer has been notified, in writing, at least forty-eight (48) hours in advance of the beginning of that step.

C. Inspection of Improvements.

- (1) Each phase or step in the construction of required improvements shall be inspected on-site and approved, in writing (including date of inspection and signature of authorized inspector), on the job by the Planning Board Engineer or his representative. Any stage of construction begun without written consent of the Planning Board Engineer shall be at the developer's risk. No subsequent phase or step shall commence until such inspection and approval has been completed. No performance guarantee be released unless all inspections have been made in accordance with this section. As a minimum, the developer shall provide for on-site inspection at the following stages in the construction of improvements:
- (a) During installation of all underground drainage and following installation of utilities, prior to backfilling. In addition, the Bristol Warren Gas Company, Bristol County Water Authority and the Bristol Sewer Authority, as appropriate, shall conduct on-site inspections during installation of utilities.
 - (b) During preparation of the sub-base, backfilling and the installation of curbing or shoulders, prior to application of the base course.
 - (c) During spreading and compaction of the base course, prior to the application of the penetration coat.
 - (d) Immediately prior to and during the application and compaction of the surface course on the roadway and sidewalks.
 - (e) During completion of all improvements and installation of monuments.
 - (f) Additional inspections may be required by the Planning Board Engineer at such other intervals as deemed necessary to assure proper construction of improvements.
 - (g) The Planning Board Engineer, upon proper notification, shall not impede the construction of improvements by delaying inspection and approval without just cause.

D. Record (As-Built) Drawings.

Within 60 days of completion of construction of all required improvements, the developer shall furnish five (5) sets of "as-built drawings" and one (1) compact disk (CD) with the AutoCAD drawing files (or other GIS compatible file type with the approval of the

Administrative Officer) of such improvements to the Administrative Officer. Upon receipt of same, the Administrative Officer shall refer a set of drawings to the Planning Board Engineer, Department of Public Works, Water Pollution Control Facility, Building Official and retain one set for the file. As-built drawings shall contain all of the information on the final plan and set forth: the exact location of all sidewalks, streets, monuments, water, sewer, gas and drainage pipes, other underground or aboveground utilities and all other public improvements, as installed.

As-built infrastructure plans will be submitted to the Town following construction and acceptance on Mylar as well as on CAD format for entry into the Town's GIS data base. The Town maintains a CAD data base for its own use in mapping and planning future work. The CAD drawings may be electronic copies without the developer's engineer's seal or identifying information. The Mylar set must be stamped by the developer's engineer as approved as-builts. The developer's engineer shall coordinate with the Administrative Officer for CAD formatting.

E. Reference for Specifications.

Should any clarification be required on the construction specifications contained herein, reference is hereby made to the "Standard Specifications for Road and Bridge Construction," published by the State Board of Rhode Island, Department of Public Works, Division of Roads and Bridges, as revised. In general all construction shall be in conformance with the Rhode Island Department of Transportation (RIDOT), Division of Public Works, Standard Details, as revised and State of Rhode Island and Providence Plantations, Department of Transportation, Division of Public Works, Standard Specifications for Road and Bridge Construction, as revised.

F. Testing.

The Planning Board Engineer may require any or all of the following tests to be conducted during the course of the project review, the cost of which shall be paid by the applicant: compaction, sieve analysis of materials, and/or wet season groundwater determination.

F.4 STREET CONSTRUCTION STANDARDS

A. Dimensions.

All streets constructed within subdivisions and developments shall conform to the standards listed in Table 1 and to the cross section shown in Figure 1 unless such requirements are modified by the Planning Board.

B. Materials.

In areas where pervious paving surfaces may be proposed as a stormwater management technique, the Planning Board may allow the use of gravel, concrete pavers, porous asphalt, pervious concrete or other material as approved by the Planning Board Engineer and the Director of Public Works.

C. Clearing and Grubbing.

The entire roadway and sidewalk area, as shown on the approved plat, shall be cleared and grubbed. All root systems, trees, stumps, bushes and other objectionable material shall be removed and transported away from the subdivision. Healthy trees within the right-of-way may provide many benefits including runoff reduction, traffic calming, habitat, shade, and improved aesthetics. Therefore, the Planning Board with concurrence from the Planning Board Engineer may require the preservation of trees within the right-of-way.

D. Earth Excavation.

Earth excavation shall include, but not be limited to, the removal of clay, sand, gravel, loam, soft or disintegrated rock which can be removed without blasting, boulders of less than one (1) cubic yard in volume (one-half (1/2) cubic yard in all trenches) and other unacceptable materials within the limits of the roadway, drainage or other excavation. This item of work shall also include the backfilling of all stump holes and other surface irregularities with suitable fill materials. All excavations shall be to a depth and cross section as shown on the approved plans, profiles and cross-section drawings.

E. Rock and Ledge Excavation.

Rock and ledge excavation shall include removal and disposal of all boulders one (1) cubic yard or more in volume (one-half (1/2) cubic yard in all trenches) and all hard ledge rock which can be removed only by drilling and splitting by hand, by mechanical means or by blasting. Such excavation shall be to a depth of at least twenty-four (24) inches below the finished surface of the road in residential subdivisions (twenty-seven (27) inches in industrial subdivisions) and where applicable, ledge side slopes shall not be greater than four (4) feet vertical to one (1) horizontal.

F. Sub-Surface Water.

Where free water is encountered within three (3) feet of finished grade, adequate drainage shall be constructed at a depth of at least four (4) feet below finished grade.

G. Utility Connections at Lot Boundaries.

All new streets shall have an undisturbed finished surface course for acceptance by the Town. All underground utilities shall be brought to the property line of each lot before the binder course is installed in order to provide for utility connections without disturbing the finished surface course. If, due to an emergency, road cuts are necessary in the surface course prior to acceptance by the Town, the Administrative Officer shall be notified within 24 hours of the cut. Cuts shall be sealed using infrared seal in accordance with the RIDOT standards.

H. Residential Street Construction.

The developer shall, at all times during construction, maintain the subdivision roads in passable condition and shall take appropriate measures to eliminate the creation of a dust nuisance during construction.

- (1) Materials. All materials shall meet the requirements of the Rhode Island Standard Specifications for Road and Bridge Construction, latest revision; or, be of a quality acceptable to the Planning Board Engineer.
 - (a) Base Course - This shall consist of twelve (12) inches of bank run gravel which meets the requirements of Section M.01.02 as cited in the Rhode Island Standards Specifications for Road and Bridge Construction, latest revision; or, is of a quality acceptable to the Planning Board Engineer.
 - (b) Binder Course - This shall consist of an application of asphaltic concrete pavement (Hot Mix) Class "I," Type "I-1."
 - (c) Surface Course - This shall consist of asphaltic concrete pavement (Hot Mix) Class "I," Type "I-1. In order to maintain the scenic character of the Town, the Planning Board may require that a pea stone surface be rolled into the surface course while the surface is still hot.
 - (d) Curbs - Where deemed necessary by the Planning Board, curbs shall be installed. Unless otherwise approved, such curbs shall be precast concrete, installed to RIDOT specifications (R.I. Standard 7.1.0), or granite (installed to R.I. Standard 7.3.0) and shall be installed at the edge of the street pavement in accordance with approved cross section. Curbs shall be required where sidewalks would be located within four (4) feet of the street pavement.
- (2) Construction Method. Construction methods shall conform to the requirements of the "Rhode Island Standard Specifications for Road and Bridge Construction",

Sections 300 and 400, latest revision or as may be acceptable to the Planning Board Engineer.

- (a) Preparation of Sub-base - All underground sewer and water lines, utilities, laterals, service lines and related facilities shall be installed prior to any street construction. Following filling and compaction of all utility trenches, the sub-base shall be thoroughly compacted with a ten-ton roller or its equivalent, true to the lines, grades and cross sections shown on the approved drawings. All soft spots shall be excavated to firm material and brought to subgrade with gravel or other approved material. The Planning Board Engineer may require up to thirty (30) days before the base course is spread. The sub-base shall be swept or otherwise cleaned of all mud, loose and foreign material and shall be thoroughly dry before the base course is spread.
- (b) Berms, Curbs - "Cape Cod" berms constructed as shown in Figure 1 are preferred. If required by the Planning Board, the edge of the wearing surface course shall be held to line and grade by the installation of granite or concrete curbs. At all street intersections, berms, curbs, returns or shoulders shall have a radius of at least fifteen (15) feet.
- (c) Base Course - After the sub-base has been properly prepared and the berms, curbs or shoulders set, the base course of bank run gravel shall be spread for the full width and in such volume as to provide a twelve-inch cross section after compaction with a ten-ton roller or the equivalent; or, as required by the Planning Board Engineer.
- (d) Binder Course, if required - The binder course shall be applied and compacted as follows; or, as required by the Planning Board Engineer:
 - (i) Application - The pavement shall be applied at a sufficiently hot temperature by means of an approved paving spreader with a compactor. Such material shall be placed in sufficient quantity to provide a minimum compacted cross section as shown in Figure 1, (including berms, if applicable).
 - (ii) Compaction - At a suitable time after placement, the binder course shall be compacted to a thickness of two and one half inches (2½") with a ten-ton roller equipped with a sprinkler system to wet the wheels. The finished surface shall have a density of no less than ninety-two (92) percent of a voidless pavement composed of the same materials in like proportion.

Upon completion of the application and compaction of the surface course, the street shall be allowed to stand for a minimum of eight (8) hours without traffic.

- (iii) Drainage - All drainage structures must be working when the binder course is applied.
- (e) Surface Course - The binder course shall be allowed to stand at least eleven (11) months before application of the surface course. In addition, the surface course shall be applied not less than six (6) months following the backfilling and compaction of all utility trenches, unless a shorter time period is permitted by the Planning Board Engineer.
 - (i) Preparation - The binder course shall be swept clean of all sand and debris, protrusions shall be removed and any holes, ripples or unevenness in the surface shall be brought back to true line and cross section by the spot application and proper compaction of Class "I" mix.
 - (ii) Application - Same as Binder Course.
 - (iii) Compaction - Same methods as Binder Course, but to a thickness of one and one half inches (1½").
- (f) Shoulders - Loam shall be spread for the full width and in such volume so as to provide a four (4) inch cross section after compaction. Sidewalks, if required, shall be installed as per Figure 1.
 - (i) Traffic Limitations. Traffic passing over constructed streets shall be limited to wheeled vehicles and no tracked equipment shall be permitted.
 - (ii) Seasonal Limits. No bituminous material shall be laid over frost or over frozen material or during other unfavorable weather conditions as may be determined by the Planning Board Engineer.

I. Sidewalks.

Sidewalks shall be installed within the street right of way at the property line, unless otherwise specified by the Planning Board. Such sidewalks shall be five (5) feet in width. All sidewalks shall be constructed of concrete per RIDOT

specifications (R.I. Standard 43.1.0). The planning board may allow the installation of bituminous sidewalks (constructed to R.I. Standard 43.2.0) if site specific conditions and anticipated pedestrian usage so warrant. Where sidewalks are installed adjacent to or within four (4) feet of the paved street, curbs shall be installed per Section F.4H(1)(d) of these regulations. Where required, curb ramps shall be constructed in compliance with the standards of the Americans with Disabilities Act. The Planning Board may also permit the use of alternative sidewalk materials if necessary as part of an overall impervious reduction and stormwater runoff mitigation strategy.

J. Industrial Street Construction.

- (1) Materials. See "Residential Street Construction".
 - (a) Foundation - See "Residential Street Construction".
 - (b) Base Course - See "Residential Street Construction". As an alternate, a plant mix bituminous-base course may be installed.
 - (c) Surface Course - This shall consist of asphalt concrete pavement (hot mix) Class "I," Type "I-1" with a binder course and a surface course.
- (2) General Conditions. See "Residential Street Construction."
- (3) Construction Method.
 - (a) Preparation of Sub-base - See "Residential Street Construction."
 - (b) Foundation course - After the sub-base has been properly prepared, the foundation course of bank run gravel shall be spread for the full width of the roadway and in such volume as to provide a twelve-inch cross section after compaction with a ten-ton roller or equivalent.
 - (c) Curbs - Curbs shall be installed using RI Standard No. 19 concrete curb or RI Standard No. 35A granite curb.
 - (d) Base Course - An application of six (6) inches, compacted, of plant mix bituminous base course material. Compaction shall be with a ten-ton roller or equivalent.
 - (e) Surface Course - The surface course shall consist of three (3) inches of asphaltic concrete pavement (hot mix), Class "I," Type "I-1" consisting of

one and one-half (1.5) inches of binder course and one and one-half (1.5) inches of surface course, placed as follows:

- (i) Reference is made to "Residential Street Construction" relating to timing and to the preparation of the base surface.
 - (ii) Placement - The asphaltic concrete pavement (hot mix), Class "I," Type "I-1" shall be applied at a temperature of two hundred fifty (250) to three hundred fifty (350) degrees Fahrenheit, by means of an approved paving spreader with a compactor. Such material shall be placed in sufficient quantity to provide a minimum compacted cross section layer of one and one-half (1.5) inches of binder and a second layer of one and one-half (1.5) inches of surface course.
 - (iii) Compaction - See "Residential Street Construction."
 - (iv) Traffic Limitation. See "Residential Street Construction."
 - (v) Seasonal Limits. See "Residential Street Construction."
- (f) Striping. The centerline of industrial streets shall be striped.

F.5 SURFACE AND SUBSURFACE STORM DRAINAGE STRUCTURES AND FACILITIES CONSTRUCTION STANDARDS

A. Earthwork and Drainage.

- (1) All necessary surface and subsurface storm drainage structures and facilities shall conform to the following sections of the "Standard Specifications for Road and Bridge Construction," published by the State of Rhode Island, Department of Public Works, Division of Roads and Bridges for Earthwork (structure excavation and backfill; trimming and fine grading; and trench excavation) and Drainage (culverts and storm drains; manholes, inlets and catch basins; underdrains; and paved waterways).
- (2) Such standard specifications may be modified at the discretion of the Planning Board Engineer with the written approval of the Planning Board.

B. Catch Basins.

All catch basins shall be deep sump catch basins designed to meet the pretreatment practices outlined in the RI Stormwater Manual. Each catch basin should be designed to properly

accept all storm runoff from a contributing drainage area not exceeding 0.5 acres of impervious cover. Catch basins should be designed in a catch basin to manhole system rather than a catch basin to catch basin configuration.

C. Oil Separator.

Any catch basin which drains into a seepage system or any detention or retention basin shall have a properly designed oil separator.

D. Minimum Cover.

All subsurface storm drainage structures and facilities within street rights-of-way shall have a minimum cover of three (3) feet unless approved by the Planning Board Engineer. Where three (3) feet of cover is not feasible, the Planning Board Engineer may require the use of reinforced-concrete pipe, ductile-iron pipe, or a suitable equal. All drainage structures and facilities shall be inspected and approved by the Planning Board Engineer before covering.

E. Setting of Backfill.

All subsurface facilities within street rights-of-way shall be installed and the backfill installed in six (6) inch lifts and compacted to a minimum ninety-five (95) percent compaction test.

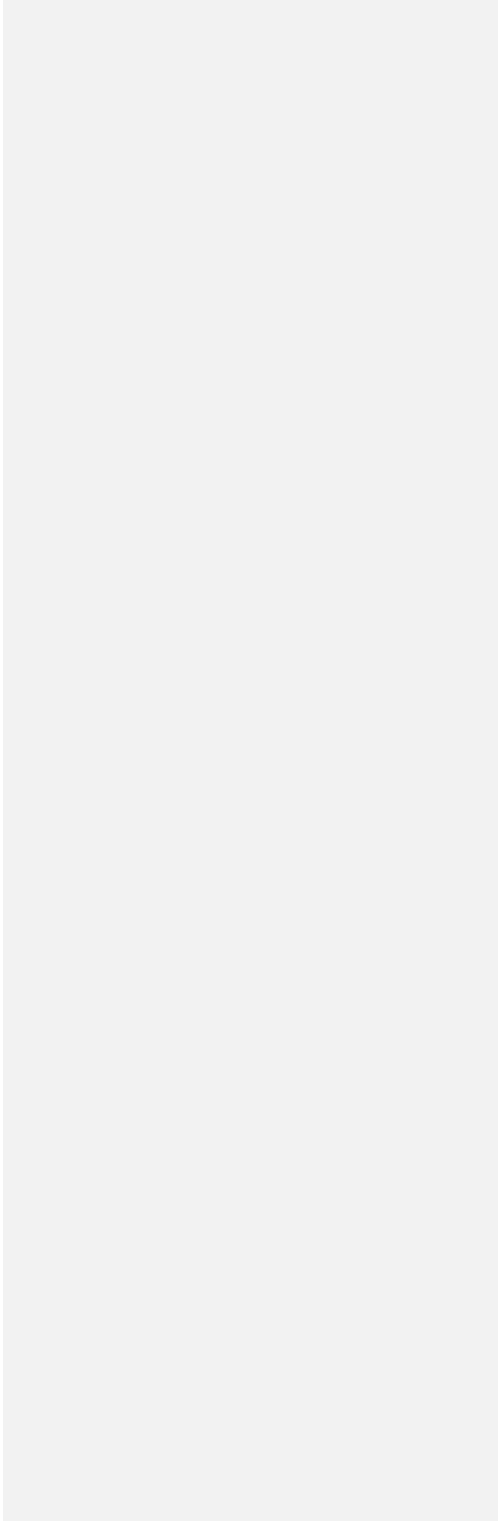
F. Stormwater Basins.

- (1) Natural elements, such as swales and vegetated filter strips, are encouraged and shall be incorporated into the drainage design in accordance with the standards of the State of Rhode Island Stormwater Design and Installation Standards Manual. However, where retention and detention basins are deemed necessary they shall be designed to conform to the requirements of the RI Stormwater Manual. Where the requirements of the Town of Bristol are more stringent, the design shall conform to the requirements of the Town.
- (2) Basins shall be designed in such a manner as to minimize their nuisance, visual, and social impacts and to allow their successful integration into residential neighborhoods. In addition to drainage and construction standards, basins, swales and their related structures will be evaluated regarding safety, environmental, aesthetic, and social impacts. In order to achieve that goal, basins shall meet the following criteria:
 - (a) Basins shall be graded in a naturalistic and curvilinear manner and shall be integrated into the existing contours of the site. Where feasible, basin side slopes should not exceed 5 to 1 slope in residential developments, but

shall not exceed a 3 to 1 slope. In commercial and industrial developments, basin side slopes shall not exceed a 3 to 1 slope. Basin bottoms shall be flat except for minimal grade required for complete drainage. No basins will be approved that are rectangular or square and no wet pool depths shall exceed 3 feet at maximum capacity.

- (b) Wet detention basins shall be designed so that the average water depth does not exceed one (1) foot. In order to evaluate the possible water holding capacity, adequate soil testing data shall be submitted to the Planning Board Engineer.
- (c) The use of riprap shall be minimized. No dumped riprap will be allowed. All riprap shall be placed and shall conform strictly to RIDOT 917.03.3.
- (d) The entire area of the basin shall be planted in such a manner as to integrate the new basin into the surrounding landscape. Plantings shall include a mixture of aquatic, emergent, and upland wetland plant species. Planting plans shall be provided which indicate: genus and species, size, quantity, and method of planting. Basins which are designed to retain water shall be planted with appropriate wetland vegetation below the normal water line. The plantings shall not be planned to obstruct views of the basin in such a manner as to create a public hazard. Planting plans will be evaluated for their use of native materials, maintenance requirements, visual quality, and appropriateness for wildlife.
- (e) Each basin shall be provided with a detailed maintenance plan. The plan shall address: periodic inspections, sediment removal, vegetation maintenance, mowing requirements, and any other information required by the Planning Board. Basins located on private property shall be maintained by the property owner. Such maintenance shall include trash removal, appropriate maintenance of vegetation, and any other maintenance required by the approved maintenance plan.
- (f) If the basin is located on private property, the Town shall be granted an easement, subject to its approval, which will allow Town entry, maintenance, repair, and removal of inappropriate owner improvements. The access area shall be designed and constructed in such a manner so as to provide adequate access for equipment and vehicles in all weather. The access shall be marked and planted in an appropriate manner.

APPENDIX G
METACOM AVENUE OVERLAY ZONE
AND METACOM MIXED USE ZONE
DESIGN GUIDELINES



APPENDIX G

METACOM AVENUE OVERLAY ZONE AND METACOM MIXED USE ZONE DESIGN GUIDELINES

Part 1: Context

Overview

The visual character of Metacom Avenue is a mix of small, medium and large scale landscape character. The small-scale character, predominantly single family residences, small open spaces and remnants of agricultural uses, actually occupies the greatest land area. The distribution and contrasting larger scale commercial and industrial areas gives the sense of a mix of more intensive uses and a built environment in transition. Traffic- volume and regular congestion from both local and through traffic is a major aspect of any description of the Metacom Avenue corridor. The residential character is very important to the community but so are the commercial and industrial uses. The Comprehensive Plan, zoning and guidelines have been developed in an effort to reconcile the conflicts, enhance and strengthen the character of the Metacom Avenue neighborhoods and set the stage for the future.

Intent of Design Guidelines

1. Regulate development of the corridor so that Metacom Avenue is a spine or roadway through landscape character areas and does not define edges of landscape character.
2. *Smaller scale character:* Clearly define areas of smaller scale character in longer stretches and on both sides of Metacom Avenue. This may be predominantly single family but can also include denser residential use and other compatible uses with development of the appropriate scale.
3. *Larger scale character:* Concentrate mid to larger scale character where the buildings and site design has a character and sense of place of its own. These mixed use zones should be in the Tupelo, Gooding and Juniper Hill areas.
4. *Open Space /Historic:* Minimize disturbance of natural, cultural and historic resources.
5. *Vehicular Traffic:*
 - a. Develop a limited number of well-designed major intersections that manage volume, turning movements and key connections.
 - b. Reduce the number of side street to Metacom intersections with the expansion of north-south connections to major intersections.
 - c. Reduce the number of driveways and curb cuts.
 - d. Develop alternate north south routes to avoid local use of Metacom Avenue.

6. *Pedestrians*: Make the Metacom Avenue corridor a safe and friendly pedestrian environment with convenient sidewalks and site design for walkable communities and business development.
7. *Bicycles*: Make the Metacom Avenue corridor safe and convenient for bicycle travel.
8. *Architectural character*: Make development and buildings contribute to the immediate and overall character of their environments.

Part 2: Site Design and Layout

Intent

Sites shall be designed to function efficiently and with safe, clear vehicular and pedestrian circulation. Major objectives shall be to minimize traffic congestion on Metacom Avenue and coordinate the uses of compatible adjacent properties.

Guidelines

2.1 Driveways:

- a. To the extent possible, driveways shall be shared for combined access and a reduction in driveways.
- b. In residential zones, new single or double unit houses with frontage on Metacom Avenue shall access Metacom via a side road or easement to a side road wherever possible.
- c. The maximum width for a new driveway including entrance and exit lanes and island shall be 42 feet. A travel lane shall be a minimum of 10 feet and a maximum of 15 feet wide with a minimum six (6) foot wide planted island between.

2.2 Alternate Access/Egress

- a. Any development in a residential zone, or property that is over 100,000 square feet shall include an access to Metacom Avenue via a side street. This access route shall be direct or by easement through an abutting property.
- b. Any development within the proposed Metacom Mixed Use Zone shall have access to Metacom Avenue via a side street that has an existing signalized intersection or roundabout. This access route shall be direct or by easement through an abutting property.
- c. Access for proposed Metacom Mixed Use Zone or residentially zoned properties over 100,000 square feet shall be via a two-way asphalt paved roadway.

2.3 Shared Parking

- a. Parking lots shall have an access route for shared parking between abutting properties with compatible uses. Access to new development shall be designed for convenient access to an abutters existing lot.

2.4 Setback Exceptions

- a. A building located at a major signalized intersection shall have minimum setback of 40 feet from Metacom Avenue for a length of 100 feet from the intersecting side street to accommodate future roundabouts.
- b. The Metacom Avenue set-back dimension for residential cluster developments shall be a minimum of 200 feet to protect open space character.

2.5 Building Orientation

- a. Buildings fronting on Metacom Avenue shall be aligned in the same orientation to the street as adjacent buildings.

2.6 Retaining Walls

- a. Development shall be sensitive to and incorporate the natural grade of the site. Buildings designed to make grade transitions or stepped retaining walls with landscaping should be used. Retaining walls shall be distributed throughout the site as necessary. Perimeter walls greater than 3 feet high are prohibited without the specific approval of the Planning Board.

2.7 Space between Buildings

- a. The importance of spaces between buildings should be recognized. These spaces should have a planned and useful shape and not simply be left-over spaces.

2.8 Sidewalks

- a. Development fronting Metacom Avenue or any public street shall include sidewalks, even if adjacent properties do not currently have sidewalks. These sidewalks shall be six (6) feet wide and constructed of concrete.
- b. Within the proposed Metacom Mixed Use Zone, there shall be sidewalks connecting the Metacom Avenue sidewalk to the main entrance of the building(s) and convenient sidewalks connecting adjacent parking lots and commercial uses.

2.9 Accessory Buildings

- a. These buildings shall adhere to the same front, side, rear yard setbacks and buffer dimensions as the primary building(s).

2.10 Entrance Plazas

- a. New or renovated nonresidential buildings shall have plazas, courtyards or other pedestrian spaces at or near their main entrances.
- b. These entrance spaces shall have special amenities such as:
 1. Special interest landscaping
 2. Special lighting
 3. Special paving materials, scoring, or texture
 4. Site furnishings such as benches or seating walls
 5. Bollards, bike racks or sculpture

Part 3: Architecture**Intent**

New developments shall enhance and strengthen the community and the character of the specific Metacom Avenue neighborhoods whether they be small scale residential or larger scale developments. The developments should be integrated with the surroundings in mass, scale and detailing allowing attractive neighboring architecture to inform the size, shape, style, materials and detailing of new buildings. Contemporary design for new structures, alterations or additions to existing properties however, shall not be discouraged when such design is compatible with the surrounding built environment.

Guidelines**3.1. Building Mass and Scale**

- a. Building mass can be defined as the building's volume or bulk and is usually used in reference to larger structures. It is important to breakup the apparent mass and scale of larger structures so that this type of development is integrated with its surroundings and does not detract from scale and sense of place.
- b. Large Format Commercial (LFC) "big box" architecture shall be prohibited. 'Logo' buildings that are incompatible with the character of the neighborhood shall be prohibited.
- c. Any building façade greater than 50 feet long shall be broken down to reduce the visual scale of the building. One or more of the following strategies shall be used.
 1. Volumes and planes can be broken or divided into smaller units.
 2. Rooflines can be varied to break up massing and provide visual interest. This can include variation in roof heights, gables, dormers, a well defined parapet and/or upper stories off sets or changes in materials.
 3. Façades can include vertical or horizontal articulation.

4. Pedestrian scale elements such as arcades, patios, plazas, sidewalks and other pedestrian friendly elements should make comfortable pedestrian environments.

3.2 Heights

Buildings should be designed to step up in height from lower height adjacent to less intensive land uses, especially small-scale residential areas, to the new development.

3.3 Roofs

- a. Roofs shall contribute to attractive proportions and scale of the building.
- b. Sloping roofs shall not exceed the average height of the supporting walls.
- c. The average slope shall be no less than one foot vertical rise for every three feet horizontal run and no greater than one foot of vertical rise for every one foot of horizontal run.
- d. Roof overhangs shall be a minimum of two feet beyond the supporting walls.
- e. Flat roofs shall be embellished with parapets concealing the view of the roof.
- f. The color and materials of the roof shall be consistent with the architectural character of the building and convey a sense of permanence and quality.

3.4. Façades

- a. Ground floor transparency shall provide visual connection between activities inside and outside at the ground floor level of a building. Ground floor transparency shall be calculated in façade areas between 2 and 12 feet above average grade. Vision glass shall be used.
 1. Any building less than 60' from a street shall have ground floor transparency of a minimum of 15 % for any building facade visible from a public street.
 2. In the proposed Metacom Mixed Use Zone, any non-residential building less than 60' from a street shall have ground floor transparency of a minimum of 30 % for any building facade visible from a major street.
- b. To ensure that buildings do not display blank opaque walls, portions of ground floor façades that are not transparent shall have treatments with architectural interest and the character of the development.
- c. *Color:* Façade colors shall be low reflectance, subtle colors typically consistent with Bristol architecture. The use of high intensity, black or fluorescent colors are prohibited.

Accent and trim colors should complement and enhance the effect of the primary color. Bright corporate colors should be limited in use to signage.

- d. Facades of adjacent buildings shall visually respect and respond to each other.

3.5 Entrances

- a. Public entrances shall be easily identified and distinct from the remainder of the building, distinguished through architectural form, such features as canopies, porticos, use of color, material, texture and/or other significant detailing.

3.6 “360 Degree” Design

- a. Buildings shall have well designed façades on all sides. This is considered “360° design”. All sides shall be treated with the same design care, displaying continuity, harmony and aesthetic quality.

3.7 Ancillary Structures

- a. Accessory building areas such as loading docks, service, outside storage and employee areas should be consistent with the overall design of the primary building. All structures on the site and attachments or appendages to approved buildings shall be reviewed and approved in a manner similar to that of the primary structure.
- b. Dimensional variance: The height of accessory structures shall be no greater than 20 feet.

3.8. Service, Loading Areas and Equipment

- a. Trash storage areas, loading areas, mechanical equipment, transformers and similar areas with equipment shall be screened from view and shall not be accessed directly from a public street.
- b. Roof mounted mechanical equipment shall be concealed from view by screening or enclosure in a manner consistent with the architectural character.

Part 4: Lighting

Intent

Lighting systems shall be designed, constructed and installed to control glare and light trespass, minimize obtrusive light, conserve energy and resources while maintaining safety, visibility, and security of individuals and property.

Guidelines

4.1 Outdoor lighting shall have cutoff or full cut off fixtures. Parking, security and aesthetic lighting shall shine downward.

4.2 Spotlights used to illuminate buildings, signs or specific amenities/features shall be located, aimed and shielded so as to minimize light trespass and uplighting.

4.3 The style and placement of exterior accent lighting shall enhance the building’s architectural elements, such as the entrances, façade articulation, detail and landscaping.

4.4 Lighting shall be directed where it is needed and only at the intensity necessary to serve its purposes.

4.5 Curfew: All non-essential lighting shall be turned off after business hours leaving only lighting for site security.

4.6 Pole heights: Pedestrian lighting poles shall be a maximum of 12 feet in height.

4.7 Lamp type: Metal Halide lamps are preferred. Low-pressure sodium lamps are prohibited. Incandescent lighting fixtures are acceptable only for single and two family residential uses.

4.8 Output standards:

a. Site lighting:

Zone	Maximum Foot-candle	Average Site Foot-candle	Foot-candle at Property Line*
Residential	0.5	.12	0
LB	5 at entrances	1	0
GB/MMU	5 at entrances	2	0

*The Planning Board may issue approval to exceed these thresholds for projects that include joint development on abutting properties where uses/buildings/site features create a seamless transition between properties.

b. Commercial buildings and wall signs:

1. Light-medium light color surfaces: 5-10 foot-candles
2. Medium-dark color surfaces: 10-15 foot-candles

4.9 Upward search or spot lighting of the sky for entertainment or advertising purposes is prohibited.

4.10 Light used for holiday decorations for no more than 45 days and decorative lights on deciduous trees in dormant condition are exempt from the requirements of this section.

Part 5: Landscaping

Intent

Planting shall be a part of every development for energy conservation, clean air, clean water, attractive surroundings and enhanced real estate values. Attention should be given to incorporating low impact development (LID) techniques for stormwater management that fit into the overall landscaping design (ex. tree pits, pocket parks, bioretention islands, planted buffers).

Guidelines

5.1 Top Soil/ Loam

All lawn, ground cover, shrub and tree planting shall have a minimum depth of 6" loam. Loam from the site or off site location, shall be free of debris and have been sustaining healthy plant growth.

5.2 Street Trees

- a. Metacom Avenue: Large deciduous trees shall be replanted along Metacom Avenue approximately 40 feet on center. They shall be 3-4' inside the sidewalk installed at the property line. Species/cultivars shall be selected from the approved tree list and consider adjacent street trees, mature street shape and size and road salt tolerance. The intent is a continuous canopy of relatively evenly spaced shade trees of similar mature size and shape. Species/cultivar diversity is acceptable.
- b. Avoid planting directly under utility lines.
- c. Minimum size at planting shall be 3-3 1/2" caliper.

5.3 Parking Lots

- a. Shade trees shall be located a minimum of 4' from the face of the closest curb.

5.4 Plant diversity

Plant material should include large shade trees, smaller ornamental trees, shrubs and herbaceous plants and both evergreen and deciduous materials.

Diversity of trees over 1-1/2” caliper:

1. Where there are 50 or more trees planted no more than 30% shall be of the same species.
2. Where there are 25- 49 trees planted, no more than 40% shall be of the same species.
3. Where there are 10 -24 trees planted, no more than 50% shall be of the same species.

5.5 Tree canopy cover

A minimum of 20% of the non- roofed site shall have tree canopy as calculated for parking lots.

5.6 Planted Buffer

Vegetative screening between commercial, industrial and R-6 properties and properties of other residential zones shall be accomplished with dense plantings of species and size such that in a minimum of 5 years after planting the screen shall be continuous and a minimum of 10’ high and 10’ wide. It is preferred that the buffer planting include trees and shrubs, and both evergreens and dense deciduous materials.

5.7 Maintenance

Plantings shall be watered and maintained as necessary for establishment and growth.

Part 6: Design and Regulation Review Procedures

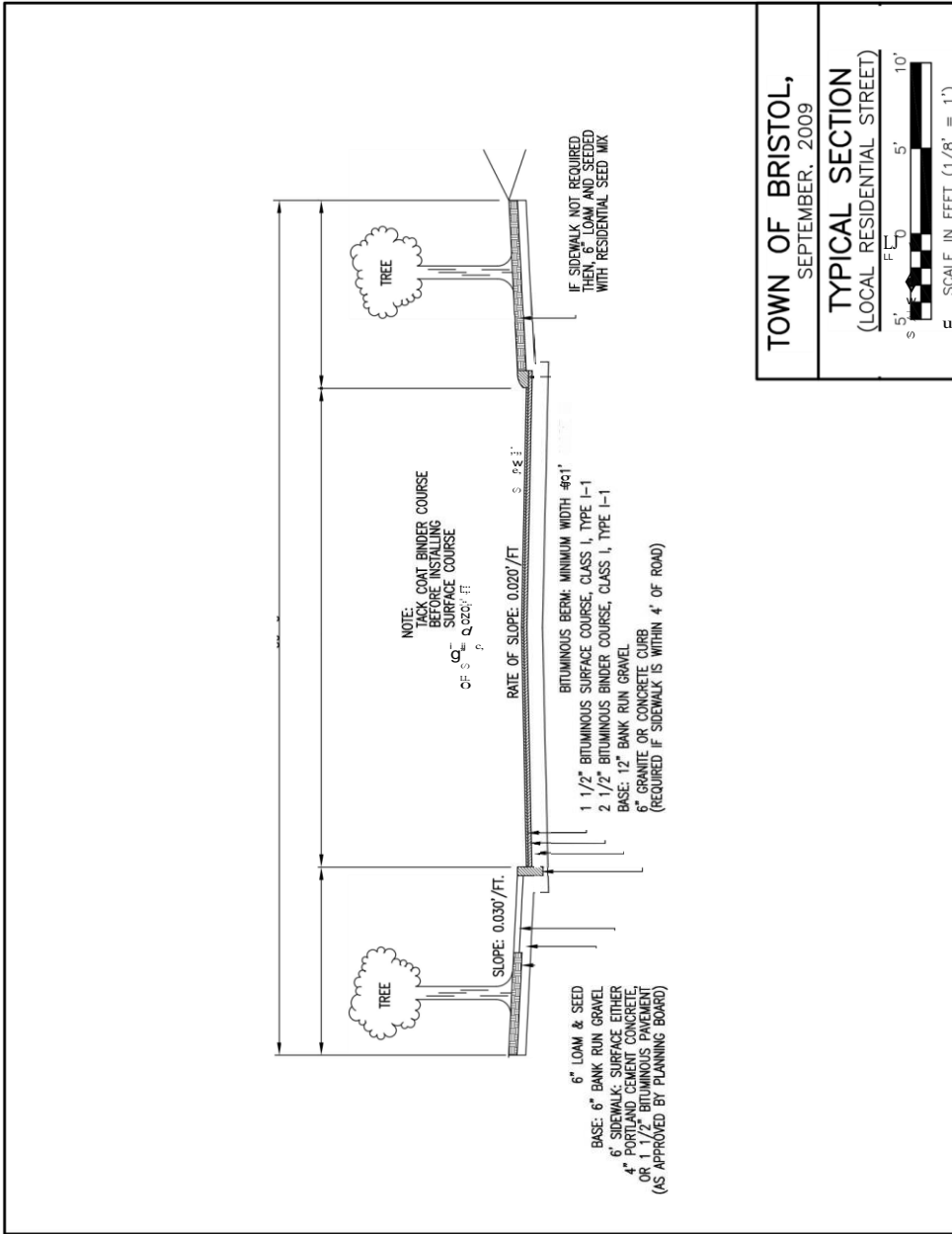
Intent

Both the developer and the Town expect a fair, logical and efficient submission and evaluation process that will facilitate development in a manner that is responsive to the guidelines and respect the site context and the Town’s planning goals. The following amendments to the development application process are intended to assure that the developer provides well thought out designs that are supported with appropriate information and that the Town receives this information in a manner necessary to meet its evaluation and decision making responsibilities.

6.1 Amendments to Submission Requirements

The revised site and building design criteria for development within the Metacom Avenue Overlay Zone or Metacom Mixed Use Zone will require expanded submission requirements.

- a. Plans of Existing Conditions shall extend a minimum of 100 feet into the abutting sites, showing dimensions, easements, rights-of-way and all natural and manmade features.
- b. The site and building plans of the new development shall include elevations of all sides of the proposed building(s) at minimum scale of 1"=16'.
- c. Drawings shall show the relationship of the new development to site and buildings on abutting properties. Drawings shall include plan views at a minimum scale of 1"=40' and building elevations (façades) at a minimum scale of 1"=16'. Elevations shall be represented by photographs or drawings to illustrate the relationship of any new building(s) to buildings on abutting properties. Proposed landscape features shall also be shown in the context of the proposed building.
- d. Landscape plans shall be at a minimum scale of 1"=20'. Features, such as paving, fences, screens, lighting and site furnishings, shall be provided at an appropriate detail scale.



TOWN OF BRISTOL, RHODE ISLAND

A RESOLUTION IN SUPPORT OF LEGISLATION AMENDING THE TOWN OF BRISTOL’S REAL ESTATE TAX EXEMPTION FOR PERSONS OVER THE AGE OF SIXTY-FIVE (65) YEARS TO REQUIRE THAT ELIGIBLE PROPERTIES BE OWNED AND OCCUPIED BY SAID PERSONS FOR A PERIOD OF TWENTY (20) YEARS

WHEREAS, the Bristol Town Council desires to grant real estate tax relief to long term residents over the age of sixty-five (65); and

WHEREAS, the Town of Bristol has no such authority over taxation without enabling legislation from the General Assembly; and

WHEREAS, the General Assembly has granted such authority to other municipalities in Rhode Island through enabling legislation;

NOW, THEREFORE, BE IT RESOLVED:

1. The Bristol Town Council hereby respectfully requests the General Assembly to enact a proposed amendment to Chapter 44-3 of the Rhode Island General Laws, submitted herewith and appended hereto, in the 2024 legislative session, in order to enable the Town of Bristol to require that properties be owned and occupied for a period of twenty (20) years to receive real estate tax exemptions for persons over the age of sixty-five (65) years.
2. This resolution shall take effect upon passage.

ATTEST:

Melissa Cordeiro
Town Clerk

Nathan T. Calouro, Chairman
Bristol Town Council

2024 --

STATE OF RHODE ISLAND
IN GENERAL ASSEMBLY
JANUARY SESSION, A.D. 2024

AN ACT

RELATING TO TAXATION

Introduced by:

Date Introduced:

Referred to:

It is enacted by the General Assembly as follows:

1 SECTION 1. Chapter 44-3 of the General Laws entitled "Property Subject to Taxation" is
2 hereby amended to read as follows:

3 **§ 44-3-13. Persons over the age of 65 years — Exemption.**

4 (a) Bristol. The town of Bristol may exempt from taxation the real estate situated in the town
5 owned and occupied for a period of twenty (20) years by any resident over the age of sixty-five
6 (65) years, as of the preceding December 31st; or, over the age of seventy (70) years, as of the
7 preceding December 31st; or, over the age of seventy-five (75) years, as of the preceding
8 December 31st, and which exemption is in addition to any and all other exemptions from taxation
9 to which the resident may otherwise be entitled. The exemption shall be applied uniformly and
10 without regard to ability to pay. Only one exemption shall be granted to cotenants, joint tenants,
11 and tenants by the entirety, even though all the cotenants, joint tenants and tenants by the entirety
12 are sixty-five (65) years of age or over as of the preceding December 31st. The exemption applies
13 to a life tenant who has the obligation for payment of the tax on real estate. The town council of
14 the town of Bristol shall, by ordinance, establish the value of this exemption.

15 SECTION 2. This act shall take effect upon passage.

EXPLANATION

BY THE LEGISLATIVE COUNCIL

OF

AN ACT

RELATING TO TAXATION

* * *

1 This act would provide that the town of Bristol shall limit its real estate tax exemption for
2 residents over the age of sixty-five (65) years to properties that have been owned and occupied by
3 said residents for a period of twenty (20) years.

4 This act would take effect upon passage.

Residency Period Requirements for Senior Real Estate Tax Exemptions by Town

TOWN	Residency Period Required	STATUTE
Bristol, RI	0 years for EXEMPTION (20 years for deferral)	§ 44-3-13.9(a) § 44-3-57
Central Falls, RI	0 years for EXEMPTION	§ 44-3-13.9(b)
Charlestown	0 years for EXEMPTION	§ 44-3-13.9(k)
Coventry	(0 years for deferral [no exemption available])	§ 44-3-20.1
Cranston	0 years for EXEMPTION	§ 44-3-13.9(c)
Cumberland	0 years for EXEMPTION	§ 44-3-13.2
East Greenwich	0 years for EXEMPTION (5 years for deferral – applied to tax increase amounts only)	§ 44-3-13.9(d) § 44-3-58.1
Exeter	0 years for EXEMPTION	§ 44-3-13.12
Foster	0 years for EXEMPTION	§ 44-3-13.14
Glocester	0 years for EXEMPTION	§ 44-3-13.5
Jamestown	5 years for EXEMPTION (5 years for deferral)	§ 44-3-13.6(v)(3) § 44-3-20.3
Lincoln	5 years for EXEMPTION	§ 44-3-13.9(e) & § 44-3-15.5
Middletown	0 years for EXEMPTION (0 years for deferral)	§ 44-3-39 § 44-3-20
Narragansett	0 years for EXEMPTION (0 years for deferral)	§ 44-3-23 § 44-3-58
North Kingstown	20 years for EXEMPTION	§ 44-3-13.9
Pawtucket	0 years for EXEMPTION	§ 44-3-50
Portsmouth	0 years for EXEMPTION (7 years for deferral)	§ 44-3-32 § 44-3-16.1
Smithfield	3 years for EXEMPTION	§ 44-3-51
Tiverton	0 years for EXEMPTION	§ 44-3-13.9(g)
Warren	0 years for EXEMPTION	§ 44-3-13.9(h)
West Warwick	0 years for EXEMPTION	§ 44-3-13.1
Westerly	5 years for EXEMPTION	§ 44-3-13.9(j)

BID/RFP ADVERTISING AUTHORIZATION FORM

***BID/RFP No.** 1035

Advertising requested by: Bristol Comm Dev, Bristol PD

Signature: [Signature]

Source of Funding:

Approved by Town Council (Date) _____

Regular Budget (Line Item Number) Capital Line 33, Fund 83

Special Appropriation _____

Grant (Source) _____

Other _____

Authorization to proceed with the advertising requirements for the above-described Bid/RFP is hereby granted.

[Signature]
Steven Contente, Town Administrator

[Signature]
Sara Hassell, Town Treasurer

1-31-24
Date

1/30/24
Date

Brief Narrative of Project:

Asbestos, Lead, & Contaminant Abatement at 216
Bayview Ave

Pre-Bid Meeting date, time, location (if applicable) 2/16/24 @ 10 AM, 216 Bayview Ave

Mandatory

Is the pre-bid meeting mandatory (if applicable) Yes

Question submission deadline date and contact information (if applicable) _____

2/21/24 Erik Beloff erik.beloff@gza.com

**TOWN OF BRISTOL
INVITATION TO BID
BID No. 1035**

Sealed Bids will be received until 12 noon on February 28, 2024, for the following:

**ASBESTOS ABATEMENT, DEMOLITION
AND SITE RESTORATION AT 216 BAYVIEW AVENUE
BID #1035**

BIDS WILL BE OPENED AT 12 NOON AT THE BRISTOL TOWN HALL, 10 COURT STREET ON February 28, 2024, FOR THE TOWN COUNCIL MEETING OF February 28, 2024.

The Town of Bristol is requesting sealed bids for ASBESTOS ABATEMENT, DEMOLITION AND SITE RESTORATION AT 216 BAYVIEW AVENUE, in accordance with all terms and specifications contained herein.

Specifications may be obtained and bids MUST be filed at the Office of the Town Clerk, 10 Court Street, Bristol, RI 02809. Specifications are available for download at <https://www.bidnetdirect.com/rhode-island/bristolri> by registering and/or logging in as a vendor.

Bids (one original marked "MASTER" and one copy) must be submitted in a sealed envelope and must be clearly marked on the outside, "**Bid #1035 – ASBESTOS ABATEMENT, DEMOLITION AND SITE RESTORATION AT 216 BAYVIEW AVENUE**" and addressed to the Town Clerk's Office, Town Hall, 10 Court Street, Bristol, RI 02809. Sealed bids will be received until 12 noon on February 28, 2024.

A mandatory pre-bid conference advising bidders of bid conditions will be held on Friday, February 16, 2024, at 10 AM onsite, at 216 Bayview Avenue, Bristol, Rhode Island 02809.

Individuals requesting interpreter services for the hearing impaired must notify the Town Clerk's Office (401) 253-7000 three business days prior to the bid opening.

The Town reserves all rights to reject any and all bids, or any part thereof, or to go on the open market when it is deemed in the best interest of the Town.

MELISSA CORDEIRO
TOWN CLERK

February 8 & 15, 2024

BID/RFP ADVERTISING AUTHORIZATION FORM

BID/RFP No. 1036 - Walley Roof Replacement

Advertising requested by: Wanna Renselhuysen

Signature: [Handwritten Signature]

Source of Funding:

Approved by Town Council (Date) _____

Regular Budget (Line Item Number) _____

Special Appropriation _____

Grant (Source) _____

Other 3032 400 49500 1000

Authorization to proceed with the advertising requirements for the above-described Bid/RFP is hereby granted.

[Handwritten Signature]
Steven Contente, Town Administrator

[Handwritten Signature]
Sara Hassell, Town Treasurer

2-1-24
Date

2-1-24
Date

Brief Narrative of Project:

re-roof the walley school

Pre-Bid Meeting date, time, location (if applicable) 2/16/24, 10AM

walley school - on site

Is the pre-bid meeting mandatory (if applicable) NO

Question submission deadline date and contact information (if applicable) _____

3PM 2/19 to christines@breusterthornton.com

**TOWN OF BRISTOL
INVITATION TO BID
BID No. 1036**

Sealed Bids will be received until 12 noon on February 28, 2024, for the following:

**WALLEY SCHOOL ROOF
BID #1036**

BIDS WILL BE OPENED AT 12 NOON AT THE BRISTOL TOWN HALL, 10 COURT STREET ON February 28, 2024, FOR THE TOWN COUNCIL MEETING OF February 28, 2024.

The Town of Bristol is requesting sealed bids for **Walley School Roof**, in accordance with all terms and specifications contained herein.

Specifications may be obtained and bids MUST be filed at the Office of the Town Clerk, 10 Court Street, Bristol, RI 02809. Specifications are available for download at <https://www.bidnetdirect.com/rhode-island/bristolri> by registering and/or logging in as a vendor.

Bids (one original marked “MASTER” and one copy) must be submitted in a sealed envelope and must be clearly marked on the outside, “**Bid #1036 – WALLEY SCHOOL ROOF**” and addressed to the Town Clerk’s Office, Town Hall, 10 Court Street, Bristol, RI 02809. Sealed bids will be received until 12 noon on February 28, 2024.

A pre-bid conference advising bidders of bid conditions will be held on Friday, February 16, 2024, at 10 AM onsite at the Walley School Building, 260 High Street, Bristol, Rhode Island 02809.

Individuals requesting interpreter services for the hearing impaired must notify the Town Clerk’s Office (401) 253-7000 three business days prior to the bid opening.

The Town reserves all rights to reject any and all bids, or any part thereof, or to go on the open market when it is deemed in the best interest of the Town.

MELISSA CORDEIRO
TOWN CLERK

February 8 & 15, 2024

BID/RFP ADVERTISING AUTHORIZATION FORM

BID/RFP No. 1037 Bristol 4th of July Fireworks 2024
2025

Advertising requested by: Camille Teixeira, Chairman

Signature: Camille A Teixeira

Source of Funding:

Approved by Town Council (Date) _____

Regular Budget (Line Item Number) _____

Special Appropriation _____

Grant (Source) _____

Other 4th of July Committee - Line item

Authorization to proceed with the advertising requirements for the above-described Bid/RFP is hereby granted.

[Signature]
Steven Contente, Town Administrator

[Signature]
Sarah Hassell, Town Treasurer

2-13-24
Date

2/12/24
Date

Brief Narrative of Project:

Bristol Fourth of July Fireworks Display for 2024 and 2025

Pre-Bid Meeting date, time, location (if applicable) N/A

Is the pre-bid meeting mandatory (if applicable) N/A

Question submission deadline date and contact information (Required) 12 O'Clock PM February 28, 2024

Frances C. O'Donnell 401-225-2132 fran02806@gmail.com

LEGAL NOTICE

TOWN OF BRISTOL INVITATION TO BID BID NO. 1037

Sealed Bids will be received until 12 noon on February 28, 2024, for the following:

Fourth of July Celebration Fireworks Display BID #1037

BIDS WILL BE OPENED AT 12 NOON AT THE BRISTOL TOWN HALL, 10 COURT STREET ON February 28, 2024, FOR THE TOWN COUNCIL MEETING OF February 28, 2024.

The Town of Bristol is requesting sealed bids for the **Fourth of July Celebration Fireworks Display**, in accordance with all terms and specifications contained herein.

Specifications may be obtained and bids MUST be filed at the Office of the Town Clerk, 10 Court Street, Bristol, RI 02809. Specifications are available for download at <https://www.bidnetdirect.com/rhode-island/bristolri> by registering and/or logging in as a vendor.

Bids (one original marked "MASTER" and one copy) must be submitted in a sealed envelope and must be clearly marked on the outside, "**Bid #1037 – Fourth of July Celebration Fireworks Display**" and addressed to the Town Clerk's Office, Town Hall, 10 Court Street, Bristol, RI 02809. Sealed bids will be received until 12 noon on February 28, 2024.

Individuals requesting interpreter services for the hearing impaired must notify the Town Clerk's Office (401) 253-7000 three business days prior to the bid opening.

The Town reserves all rights to reject any and all bids, or any part thereof, or to go on the open market when it is deemed in the best interest of the Town.

MELISSA CORDEIRO
TOWN CLERK

February 8 & 15, 2024



-Town of Bristol, Rhode Island

Harbor Commission
10 Court Street
Bristol, RI 0280

**HARBOR COMMISSION
MEETING MINUTES
January 8, 2024**

Harbor Commission: Dom Franco, Jim Dollins, John McDonald, Steve Janaurio

Alternates: Wayne Gablinski, Bob Hamel

Advisory Board: Pat Romano, Skip Castro, Michael Tamulaites, Bruce Palumbo, Owen O'Rourke

Harbormaster: Gregg Marsili

Dom Franco called the meeting to order at 7:00 PM.

1. January 8, 2024 meeting minutes were approved.
- 2 Appeals Hearing for Michael Fonseca – held on 1/8/2024, & appeal was granted.
3. Report of the Harbormaster – Gregg Marsili
 - A. New Marina Status – Gregg will update Electrical scheduled to be complete in Jan.
 - B. State St. Ramp & Ind Park Launch Ramp Docks – Gregg continues working on and will update.
 - C. Dock Repair & Maintenance – maintenance continues on all docks will continue through this year.
 - D. Maritime Center Sign - Still pending & Gregg will update status.
 - E. Wait list for Marina – 176 names on list.
 - F. Gibson Rd ROW Ramp Repair or Replace - plan in place & Ed Tanner continues work on with BHIA, CRMC DPW & Harbormaster. Storm damage & path relocation on agenda.
 - G. ROWS – all designed and Gregg continues work on this year.
 - H. Fales Rd ROW Marker – Gregg working on with DPW & Ed Tanner.
4. Boat Slip Policy Discussion...Greg reviewed policy for non-use of designated dock spaces, grace periods for people without boats due to sale of old one, mechanical, health, or delivery issues. He also described the policy for short term rentals, transient use, and matching boat sizes to slips. He went on to explain that the Harbormasters Office and the new Deputy Harbormaster will be enforcing Chapter 8 of the Town Ordinances. He reported that letters of forfeiture of slip space have gone out. We'll be hearing appeals on March 12, 2024 with Solicitor attending.

-2 -

5. Chapter 8 of Town Ordinances (Boats, Docks, and Waterways). Greg distributed copies of Chapter 8 to all members present. There has been some turnover in the Commission, Advisory Board, and Alternates so it's a good idea for everyone to reread and become familiar with this chapter.

6. Mooring Inspection – Gregg will update Town Solicitor's input on new inspector rules.

7. Liability Insurance for Boats in Town Owned Slips: all boats at Town Docks will be required to have liability insurance. Ordinance change status?

8. Commercial Parking Places: assigned with signs at each of the following places.

1. Church St. (5AM-5PM)
2. Prudence Ferry Landing
3. State St Dock

‘ Signs are done & Gregg to update status of installation.

9. Breakwater Study – Steve J advises study of need & review with Coast Guard & Army Corps of Engineers needs to be done.

10. Open Discussion for the public.

Adjournment

**Bristol Fire Department
Bristol, Rhode Island 02809
Board of Engineers Meeting
February 5, 2024,**

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 FEB -7 AM 11:04

A Quorum was established, Call to order, Attendance, Minutes & Agenda Approval, Next Regular Business Meeting.

After the quorum was established, the meeting was called to order by Chief Michael DeMello, Deputy Chief of Safety, Training and Administration Stephen Knapman, Deputy Chief of Operations Nelson Luis, Assistant Chief Dennis Cabral, Assistant Chief Adam Medeiros, EMS Lt. Brad Palmer, Captain Zach Rivers representing The Dreadnaught Station, Board Clerk Lou Mascola recorded the minutes.

A motion by Assistant Chief Dennis Cabral and seconded by Assistant Chief Adam Medeiros to approve the minutes of the January 2, 2024 meeting, and the meeting agenda for this meeting, February 5, 2024 were unanimously approved.

Next scheduled meeting is Monday, March 4, 2024, @ 7:00 PM.

Correspondence, Apparatus Reports, Station Requests and Issues, Board Reports, Chief DeMello's Report, Old Business, New Business, Calendar Updates, For the Good of the Department, Closing & Adjournment.

Correspondence

No Correspondence to be read at this meeting.

Deputy Chief Stephen Knapman of Safety, Training, & Administration

- Currently working on all of the training schedules, and will publish them as soon as they are completed.
- Will be distributing Google Documents regarding the following training: CPR, EVOC, and Details.
- Upcoming Training on Emergency Plug Training.
- If anyone has any issue with the State Fire Academy, he is the point of contact for the department. Do not contact them, let him know of any issue and he will inquire with them.

Deputy Chief Nelson Luis of Operations

- The 2-1/2 " line gauge on Engine 3 is not reading.
- SCBA 3-2 mask bag is missing, along with some tools.
- Reported that the booster reel on Engine 3 is gouged. Chief DeMello inquired if it was leaking.
- The key FOB and "I am responding " app is not working for a member of the Defiance Station. Check with Lt. Gianinni, he can resolve the issue.

Assistant Chief Dennis Cabral of the Ever Ready Station

- Announced that he has (2) members of the Ever Ready Station ready to be cleared as drivers.
- The Custodian from the Ever Ready's inquired about obtaining varnish to repair the windowsills at their station.
- Chief DeMello discussed that the search rope has been ordered, and is also looking to procure a battery PPV for Engine 2.

Assistant Chief Adam Medeiros of the Hydraulion Station

- Submitted a list of Key FOBS, and Class A items for members of the Hydes / Engine 4.
- Engine 4 has an oil leak that requires attention, and is also missing lights from the recent mutual aid response to Warren.
- Inquired about gas meter re-calibrations, if the O2 sensors are also re-cal'd. Chief Demello replied that he is looking into natural gas meters.

Captain Brad Palmer of the Division of EMS

- Currently working on the "overnight schedules". (11:00 - 5:00).
- The Division of EMS has set aside the 3rd Tuesday as EMS Training Night. The training on Feb. 20th will be Pediatrics.
- There will be a CPR Class on Sunday, February 25th @ 9:00 AM. The cost for outsiders is \$45.00.
- The department will run a CPR Class on Saturday March 9th, @ 9:00 AM.
- Announced that Rescue 4 is currently at the DPW for radio installation and will be inspected by the Dept. of Health this week.
- Is willing to give a "patient assessment" class for the board, prior to the next board meeting.

Captain Zach Rivers Representing the Dreadnaught Station

- Reported that the gas meter on Ladder 1 needs to be re-calibrated.
- Batteries for the "pack lights on Ladder 1 & Truck 6 need replacing.
- Inquired about ladder greasing. Chief DeMello stated that the temperature has to be at least 50 degrees or better.
- Gas meter for Truck 6 should be returned shortly.
- Requested a 100 ` extension cord for Truck 6.
- Reported that the Pack tracker charger on Truck 6 is not operating.
- One of the air bags has a leak.
- Marine 1 is out of service for servicing.
- Reported an issue with the bow thruster on Marine 7.
- Chief DeMello stated that the roof deck gun sensor on Marine 7 is not operating.

Chief of the Department Michael DeMello

- Reminded the board that the Annual Awards & Recognition Night will be held on Thursday February 22nd @ 7:00 PM. Those who have passed the Firefighter I & II Classes, as well as the recent EMT Class should be present to be recognized.

Old Business

- Chief DeMello distributed the Department SOG'S via email for the board to review and input any changes, errors, omissions, or additions. Once completed, he will have them placed in a ring binder for each station.
- Engine 4 is due to be completed at the factory on May 20th.

New Business

Annual Chief Assignment & Promotions for 2024

Administration Promotion

EMS Coordinator - Michael Hummel - to Battalion Chief of EMS Administration

Deputy Chief of Operations - Nelson Luis -	Chief No. 3
Assistant Chief - John Perry- Dreadnaught Station	Chief No. 4
Assistant Chief- Dennis Cabral- Ever Ready Station	Chief No. 5
Assistant Chief- Adam Medeiros- Hydraulion Station	Chief No. 6

EMS Captain - Bradley Palmer	Unit No. 60
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Meeting Calendar February 2024

5 - Board Meeting
7 - Company Meetings
10 - Engine 4 Meeting
13 - EMS Meeting
15 - Fire Police Meeting
21 - Ladies Auxiliary Meeting
22 - Firemen's Memorial Meeting
10 - Engine 4 Banquet & Meeting
22 - Awards & Recognition Night
25 - Engine 4 Clam Boil

Department & Company Events March - April - May

March 16- Engine 4 - Newport St. Patrick's Day Parade

April - No events at this time

May 18 - Ever Ready Surf & Turf

For the Good of the Department

Keep up the outstanding work from Chief DeMello

Calls for Service 2024 Year to date

383 calls for service, both EMS & Fire

Closing & Adjournment

Without any further business to conduct, the meeting was adjourned at 7:45 PM.

Respectfully submitted,

Lou Mascola

Lou Mascola

Clerk for the Board of Engineers

Bristol Fire Department

Bristol, Rhode Island 02809

STATE OF RHODE ISLAND

MINUTES
THE ZONING BOARD OF REVIEW
OF BRISTOL, RHODE ISLAND

02 JANUARY 2024
7:21 PM
BRISTOL TOWN HALL
BRISTOL, RHODE ISLAND

BEFORE THE TOWN OF BRISTOL ZONING BOARD OF REVIEW:

MR. JOSEPH ASCIOLA, Chairman
MR. CHARLES BURKE, Vice Chairman
MR. TONY BRUM
MR. DONALD S. KERN

ALSO PRESENT:

ATTORNEY PETER SKWIRZ, Town Solicitor's Office
MR. EDWARD TANNER, Zoning Enforcement Officer

Susan E. Andrade
91 Sherry Ave.
Bristol, RI 02809
401-253-5570

02 JANUARY 2024

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02 JANUARY 2024

The meeting of the Town of Bristol Zoning Board of Review was held and called to order at 7:21 p.m. by Chairman Joseph Asciola at Bristol Town Hall, 10 Court St., Bristol, RI

1. APPROVAL OF MINUTES:

Chairman Asciola called for approval of the November 6, 2023, and December 4, 2023.

X X X X X X

MR. BURKE: Mr. Chairman, I'll make a motion to approve the minutes of November 6th and December 4th as written.

MR. KERN: I'll second that motion.

MR. ASCIOLA: All in favor?

MR. BURKE: Aye.

MR. BRUM: Aye.

MR. KERN: Aye.

MR. ASCIOLA: Aye.

X X X X X X

(THE MOTION WAS UNANIMOUSLY APPROVED)

(Minutes were accepted)

02 JANUARY 2024

CONTINUED PETITIONS

2. **2023-27**
ROBERT M. KREFT

22 Wall St.: R-6
Pl. 33 Lot 17

Dimensional Variances to construct a 40' x 42' accessory garage structure at a size and height greater than permitted for accessory structures, and with greater than permitted lot coverage by structures in in the R-6 zoning district.

Chairman Asciola explained that Mr. Kreft was not present.

X X X X X X

MR. BURKE: Mr. Chairman, I'll make a motion to continue this application, 2023-27, to our February 5th meeting.

MR. TANNER: And I will contact the applicant to let him know that this has been continued.

MR. ASCIOLA: Okay, can I have a second?

MR. BRUM: Second.

MR. ASCIOLA: All in favor?

MR. BURKE: Aye.

MR. BRUM: Aye.

MR. KERN: Aye.

MR. ASCIOLA: Aye.

X X X X X X

(THE MOTION WAS UNANIMOUSLY APPROVED)

(Petition Continued)

02 JANUARY 2024

NEW PETITIONS:

3. 2024-01

THOMAS A. and LEE H. DAWSON

**15 Burton St.: R-6
Pl. 15 Lot 79**

Dimensional Variance to construct an 18' 8" x 24' two-story living area addition to the rear of an existing single-family dwelling with less than the required left side yard.

Chairman Asciola explained that the Board did not have a quorum to proceed at this meeting.

X X X X X X

MR. BURKE: Mr. Chairman, I'll make a motion to continue application 2024-01, Thomas A. and Lee H. Dawson, 15 Burton Street, to the February 5th Zoning Board meeting.

MR. BRUM: Second.

MR. ASCIOLA: All in favor?

MR. BURKE: Aye.

MR. BRUM: Aye.

MR. KERN: Aye.

MR. ASCIOLA: Aye.

X X X X X X

(THE MOTION WAS UNANIMOUSLY APPROVED)

(Petition Continued)

02 JANUARY 2024

4. **2024-02**

ANTHONY and KELLI ANN BARO

**1090 Hope St.: R-10
Pl. 118 Lot 58**

Dimensional Variance to construct a 22.25' x 22.25' garage and approximate 12' x 12' breezeway addition to an existing single-family dwelling with less than the required right-side yard.

Mr. and Mrs. Baro presented the Petition to the Board. Mr. Burke noted that he and Mr. Baro worked together in the past, they do not presently work together, and he did not have any conflict and would sit on the application.

Mrs. Baro explained that they would like to build a garage because they have a very old deck, which they want to remove. Since they need to take the deck down and the fact that they are getting older, they would like to construct a garage with an attached breezeway, to have a covered walk-in area for them and their guests entering the house. They would also include a sitting area behind the garage with a roof for shade. Currently they have to put up four umbrellas on the deck to try to have shade on the deck. The side yard where they would construct the garage is a very steep hill; so, they would like to go six feet off of the neighbor at 1100 Hope Street. This neighbor has sent a text which was shown to the Board and will be submitted later to Mr. Tanner, who is in favor of the request. They hired an architect to draw up the plans, not only for themselves for a safe place; because their existing driveway is very difficult to maneuver, which she described in detail. They also considered the neighbors in their proposed design, especially the neighbor in the rear that has headlights shining into their windows when anyone pulls into the driveway, due to the slope of the land. And again, described the safety issue of pulling in and out of the existing driveway onto Hope Street in detail. The proposed plans would also allow privacy for both them and their neighbors.

02 JANUARY 2024

Mr. Baros explained that they would like to have a garage for two vehicles, and they would be able to come out of the garage and then face forward to enter Hope Street, instead of trying to back out onto the main road. He also explained that the area they are requesting the variance for is really not practically useable, due to the severe slope of the land.

The Board reviewed the Petition in detail with the applicants. In response to questioning by the Board, it was noted that the sitting area will be at least 12 feet from the property line. Mr. Tanner noted that the plans look to show the garage itself is 22 feet 3 inches wide. So, looking at the plans, the sitting area looks like it will be 16 to 17 feet from the property line. They also explained that less than 12 feet in the breezeway would make a very dark tight entrance into the home, and this would lead onto the outdoor sitting area.

Mr. John Halaburda, 1100 Hope Street, spoke in favor of the Petition. He stated that the Baros are the greatest neighbors, they keep their house up, they're a credit to the street and he understands where they're coming from and thinks they have gone out of their way to accommodate all the neighbors. All of the neighbors he has spoken to are all in favor.

Mr. Burke noted that having driven around the neighborhood he noticed that there are many homes of that era that may not have had garages when they were first built, but out of necessity they have been built and the Board has reviewed and given variances to do so. He thinks it's a very reasonable request and reviewing the plans there really is no other way to affect a two-car garage and the breezeway.

X X X X X X

MR. BURKE: Mr. Chairman, I'll make a motion to approve application number 2023-02, Anthony and Kelli Ann Baro, 1090 Hope Street, to construct a 22.25' x 22.25' garage and a 12' x 22' breezeway to an existing single-family

02 JANUARY 2024

dwelling. This requires a variance of 9 feet; our R-10 code requires a side yard of 15 feet and the proposed construction will be within 6 feet of the northerly abutting property. The hardship from which the applicant seeks relief is due to the unique characteristics of the subject land and the structure and not to the general characteristics of the surrounding area, and not to an economic disability of the applicant. The home was constructed, as we've heard testimony, in the 1970's, it's on a significant slope on the available side of the primary structure. The hardship is not the result of any prior action of the applicant. They acquired the house from family members. The granting of the required variance will not alter the general characteristics of the surrounding area or impair the intent or purpose of this Chapter or the Comprehensive Plan of the Town. It's a residential use in a residential zone. I guess that's it for the new Standards. I so move.

MR. BRUM: I'll second.

MR. ASCIOLA: All in favor?

MR. BURKE: Aye.

MR. BRUM: Aye.

MR. KERN: Aye.

MR. ASCIOLA: Aye.

X X X X X X

(THE MOTION WAS UNANIMOUSLY APPROVED)

(Petition Granted)

02 JANUARY 2024

5. **2024-03**

JONATHAN and MIRANDA TRAHAN

**454 Poppasquash Rd.: R-80
Pl. 174 Lot 74**

Dimensional Variance to construct a new single-family dwelling with less than the required left side yard.

Mr. Jonathan Trahan presented the Petition of the Board. He explained that his wife and he would like to build a single-family structure on this plot of land. The land itself has a 40-foot-wide easement going down the south side of the property. 20 feet abuts their property and then 40 feet out goes out to the stone wall. So, basically, originally this property was a six-acre property, but that whole property has maintained this easement and it's really never been used by anybody. He believes it was originally there for farming purposes a very long time ago for the tip of the Peninsula and it was just never put in use. The reason they are asking for the variance on the south side is they are trying to center the actual structure between the north side structure and the south side.

The Board discussed the right-of-way and Mr. Trahan confirmed that one cannot really tell where it is and it looks like it's part of the property. Mr. Burke noted that everyone within 300 feet received notice and it would be people who would have an interest, and no one has stated that they object because they need that right-of-way. When asked who actually owns that piece, Mr. Tanner explained that he recalls that when the lot was subdivided out in 2017, the Planning Board reviewed it all and his memory is that this is an old right-of-way. And the people who have the right to use it are the heirs of the different lot owners and would be an extensive title exam.

The variance wouldn't deny them the use of it, it would just be that the proposed new structure is going to be closer to it. Mr. Tanner stated that technically the right-of-way is a

02 JANUARY 2024

separate sliver of land, it's not technically on this parcel. This parcel has its 150 feet of lot with, it conforms to zoning and it received Planning Board approval when it was created. The applicant is just asking to go into the setback, not into the right-of-way.

Mr. Burke noted that it does make sense to center it as proposed, versus putting it closer to the norther line.

Mr. Tanner stated that a portion of the structure on that side is a screened porch area, which is lower than the main part of the house.

No one spoke in favor or against the Petition.

The Board reviewed the plans in detail during discussion.

X X X X X X

MR. BURKE: Mr. Chairman, I'll make a motion to approve application number 2024-03, Jonathan and Miranda Trahan, 454 Poppasquash Road, to construct a single-family home with less than the required left-side yard. In an R-80 zone there is a 25-foot side yard required; the proposed development will come within 12 feet of the property line. But it also abuts a 40-foot what is described as a currently underutilized or unused right-of-way. The hardship from which the applicant seeks relief is due to the unique characteristics of the subject land. In order to center this structure so that it fits in with the other two existing structures relief is needed. The hardship is not the result of any prior action of the applicant. This lot was subdivided and plotted, and the applicant subsequently acquired the property. The granting of the requested variance will not alter the general characteristics of the surrounding area or impair the intent of purpose of

02 JANUARY 2024

the Chapter or the Comprehensive Plan of the Town. It's a proposed residential use in a residential R-80 zone. And, in fact, allowing this relief will complement the existing neighborhood. In granting this Dimensional relief, the hardship, should it not be granted, would be more than a mere inconvenience. The proposed structure would have to be placed in a very awkward position, based on the existing structures to the north and south.

I so move.

MR. KERN: Second.

MR. ASCIOLA: All in favor?

MR. BURKE: Aye.

MR. BRUM: Aye.

MR. KERN: Aye.

MR. ASCIOLA: Aye.

X X X X X X

(THE MOTION WAS UNANIMOUSLY APPROVED)

(Petition Granted)

02 JANUARY 2024

6. CORRESPONDENCE:

Memorandum from zoning officer regarding recently adopted amendments to zoning ordinance.

A short discussion was held on the changes. Mr. Skwirz explained that the main changes were the Standards, the least relief necessary and not primarily for financial gain; are now gone and do not need to be addressed when considering applications.

02 JANUARY 2024

7. ADJOURNMENT:

X X X X X X

MR. ASCIOLA: Motion to adjourn?

MR. KERN: So moved.

MR. BRUM: Second

MR. ASCIOLA: All in favor?

MR. BRUM: Aye.

MR. ASCIOLA: Aye.

MR. KERN: Aye.

MR. BURKE: Aye.

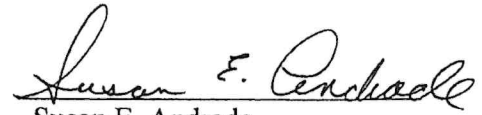
X X X X X X

(THE MOTION WAS UNANIMOUSLY APPROVED)

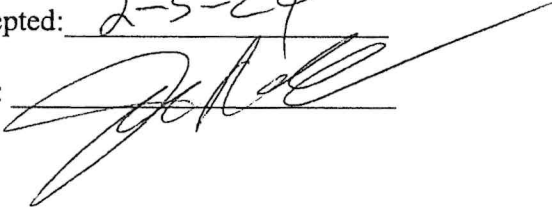
(MEETING ADJOURNED AT 8:07 P.M.)

02 JANUARY 2024

RESPECTFULLY SUBMITTED,


Susan E. Andrade

TOWN OF BRISTOL ZONING BOARD
MEETING HELD ON: 02 JANUARY 2024

Date Accepted: 2-5-24
Chairman: 



Town of Bristol, Rhode Island

Harbor Commission

10 Court Street
Bristol, RI 0280

**HARBOR COMMISSION
MEETING MINUTES
February 5, 2023**

2024 FEB -7 PM 4:09

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

Harbor Commission: Jim Dollins (acting chair), John McDona

Alternates: Bob Hamel

Advisory Board: Paul Hebert, George Palumbo, Skip Castro, Bruce Palumbo

Harbormaster: Gregg Marsili

Jim Dollins called the meeting to order at 7:00 PM.

1. Pledge of Allegiance
2. Approval of January minutes
3. Report of the Harbormaster – Gregg Marsili
 - A. New Marina Status - We are waiting for 1 more electrical box to arrive.
 - B. State St. Ramp & Ind Park Launch Ramp Docks – Gregg continues working on permitting
 - C. Dock Repair & Maintenance –. Maintenance on all docks will continue through the winter weather permitting
 - D. Maritime Center Sign: Will be placed on the electrical tower for good visibility
 - E. Wait list for Marina – 179 names on list.
 - F. Gibson Rd ROW Ramp Repair or Replace There is a plan in place.– Ed Tanner continues work on with BHIA, CRMC DPW & Harbormaster. Storm damage & path relocation on agenda . CRMC has kicked back the application as there is a lot of work planned for a ROW with no parking available. There will be a meeting with BHIA and the Town to discuss
 - G. ROWS – Fales Road marker has been replaced/repared and Portside is awaiting permitting
 - H. Boat Slip Policy/Mooring Discussion...Renewal deadline for docks and moorings has passed. Late fees apply as of today, February 5th. There are 60 mooring and 8 dock payments outstanding. There are 102 moorings under review as they are lacking copies of boat registration. A lot of effort has gone into contacting people by email. Next year, all bill will be sent electronically. Any forfeiture mailings will be sent by USPS. There will be an appeals hearing on March 12th. Town Solicitor will be in attendance.

4. Chapter 8 of Town Ordinances (Boats, Docks, and Waterways). Greg has distributed copies of Chapter 8 to all members. Please review and bring to next meeting on March 4th.

5. Mooring Inspection –Town solicitor is reviewing new inspector rules and Greg will be meeting with Mooring Inspectors on February 6th to review some standard protocols.

6. Liability Insurance for boats in Town owned slips: Lengthy discussion re: requirement for and amount of liability insurance. Commercial fisherman have been finding it difficult and expensive to secure liability insurance. There are 24 commercial fishermen at town owned slips. It would not be fair and equitable to require recreational boats to have liability insurance and exempt commercial boats. There needs to be continued discussion and investigation and the boating season is rapidly approaching. A motion was made to oppose the liability requirement and was voted on (2 yes and 1 abstain)...motion passed. It's clear that the Town Council/Solicitor need to be involved and Jim Dollins with the input of several representatives of commercial fishing will write a letter to the Town Council for discussion at April 1 Council Meeting

7. Commercial parking places be assigned with signs at each of the following places:

1. Church St. (5AM-5PM)
2. State St Dock
3. Prudence Lot...pending

8. Breakwater Study: No updates

Adjournment 8:19 PM

Respectfully Submitted: Bob Hamel

"

TOWN OF BRISTOL, RHODE ISLAND**HISTORIC DISTRICT COMMISSION**

**Historic District Commission Meeting Minutes
Thursday, January 4, 2024
at 7:00 PM**

Town Hall - 10 Court Street, Bristol Rhode Island

Written comments may be submitted to the Historic District Commission via regular mail addressed to:

Historic District Commission, Bristol Town Hall, 10 Court Street, Bristol RI 02809 or via email to ntoth@bristolri.gov

Butler, Millard, Church, Allen, Lima, and Bergenholtz are present at the meeting. Also, Edward Tanner is filling in for HDC Clerk.

Christopher Ponder are absent from the meeting.

1. Pledge of Allegiance

The meeting was called to order at 7:00 PM, and the Pledge of Allegiance was promptly recited afterwards.

2. Review of Previous Month's Meeting Minutes

2A. Review of minutes of the December 5, 2023 meeting.

Minutes reviewed.

Allen: On page 6, the name of the applicant is Brendan not Brenda. Page 20, fifth paragraph, that was a statement, not a question.

Butler: Page 20, typo Zipf not Ziph. Also, on page 18. Page 7, Butler is spelled wrong. There are additional corrections, I will give you my notes after the meeting and you can correct them.

Maynard: Thank you.

Motion made by Allen to accept minutes as amended;
Seconded by Church.

Voting Yea: Bergeholtz, Butler, Lima, Church,
Allen, and Millard

3. Application Reviews

3A. 23-149: State Street Dock, Town of Bristol Discuss
and Act on visual shielding plan for State Street
Dock fuel tank.

Bergeholtz: Recused.

Gregg Marsili, Harbormaster, present.

Gregg: I am just trying to find something to cover
up the gas tank. Worked through fence deal. Brooke
Merriam of Sunflower Designs game up with trees and
grass to break up the corners. Native seed on grass
side of tank would grow to 15ft over time. I have
not received any complaints about this idea. I think
this is the best option.

Allen: What varieties?

Gregg: She just put native grass.

Teitz: Switch grass.

Allen: Is it on the plan?

Teitz: Yes.

Allen: So, the red cedars have been changed?

Teitz: This is a requirement of the State which
rejected the stockade fence, not just a Town
requirement. If you approve, it will have to be
referred to the State.

Allen: The information on the eastern red cedar says
that it grows to 25ft tall. I do not think it would
work. I am not familiar with switch grass.

Gregg: The trees can be trimmed. We have contracts
with landscapers.

Allen: Again, on switch grass, it can grow 4ft to
6ft tall and that is not going to cover the tank.
We want something that will be to screen to the top
of the tank. The trees are too tall. I understand

you can trim them, but that is appealing. Also, the grass would not be tall enough to screen it.

Gregg: Well, it is a working dock.

Allen: I understand, but we want it screened from view. One is too tall, and one is too short. The tank is at least 11ft tall.

Gregg: 12ft.

Allen: We do not want to block the view of the water from the condos. I do not think what she came back with help. Mary had suggested pyracanthas.

Gregg: Pyracanthas?

Mary: It sticks to the fence.

Gregg: Fence stockade goes around the condominiums. That does not work because it only blocks half the tank.

Allen: You need to come back with something different.

Lima: I think we need to find the person from the State to get in touch with them to get input. It would be a better working relationship rather than you coming back and forth.

Gregg: Agree.

Teitz: It is in the application.

Lima: Let me look. Also, I am looking here and Victor was the Project Monitor, so we need to do a new Project Monitor on this since Victor is no longer on the Commission. Andy, there is nothing in here. I looked through the old one and the new one.

Allen: Did she come back with a new one?

Gregg: No, this is the same one. I did not know until day of the meetings about this.

Allen: The plant materials are not appropriate.

Gregg: I will find the letter from the State and get a hold of that person so we can come to an agreement.

Teitz: It is on the letter of January 13, 2022. Parr noted PVC fence changing to wood and it was after that time that the State Heritage Commission rejected the fence.

Gregg: I was told it could not go over 6ft for zoning.

Teitz: I was not there that night. It was Amy and I am just reading what is here. The State rejected the fence and plants suggested. Do you want something that will cover it up completely or break up the bulk of it?

Tanner: Is the goal just to sort of break it up so it is not so large or to completely hide it?

Lima: It should not completely hide it but we do not want something that is going to be with spotlights. I think we could try to hide it without making people look at it even more because we are trying to hide it.

Tanner: Just to soften to break up visual.

Lima: I think we need to look to the State. They have jurisdiction over some of this. We have to share and if they have definite opinions, we need to see what they are going to approve. Need to work together. I do not want this to be a bone of contention.

Allen: The preference would be to screen it completely not soften it but I do not know what the State wants. We need to work together with Gregg.

Millard: If you choose evergreens assorted that would be good. The grass is a big no-no, and it would not get you the height you want. I think an assortment of evergreens to fill in would be a good idea.

Butler: The view from water is important.

Allen: I think we have to consider the view from condos. I do not want to block the view of water. I

think certain trees that would not have to be trimmed, but that could be something that is more appropriate for the height of the structure.

Teitz: I have some of the information. The December 23, 2019 letter states, "The Rhode Island Historical Preservation and Heritage Commission (RIHPHC) staff has reviewed the Application for State Assent for the referenced project. The proposed State Street Dock Marina Fueling Facility is in the Bristol Waterfront Historic National Register District."

"The project consists of a proposed fueling facility for vessels docking at the expanded Church Street Marina, Rockwell Marina, and moorings in Bristol Harbor. The facility would include the installation of a 12,000-gallon above ground fuel tank and construction of a small fuel station structure to house spill kits, fire extinguishers, and signage providing information to patrons of the new fueling facility. The proposed facility will be protected by a chain link perimeter fence and 6-inch bollards around the fence."

"Multiple historic properties are east of the Fueling Facilities. As a result, the RIHPHC's concludes that the project will have no adverse effect on historic properties, provided that the Town of Bristol replace the chain link fence with a screening fence. The fence design will need the RIHPHC's prior approval."

The June 5, 2020 letter on page 4, subsection E states, "The Applicant is required to coordinate with HPHC for the correct fence material and construction prior to any the work being put out for bid and install the fence in accordance with their requirements."

Gregg: I agree to coordinate with them.

Maynard: Andy, can you send that to me?

Church: Ask them about living fence structure with plants.

Gregg: Who is the point of contact?

Lima: Should we continue this?

Gregg: Yes, for March please.

Teitz: Ok.

Lima: We will work with Nick and will be in touch with the State Historical Preservation and Heritage Commission. We will coordinate with you to get what is necessary.

Teitz: I will be happy to assist you.

Lima: Who wants to be the Project Monitor?

Teitz: Wait until March to decide that.

Motion made by Allen to continue application to the meeting in March; Seconded by Church.

Voting Yea: Millard, Church, Lima, Allen, Butler, and Bergenholtz.

3B. **23-155: 203 High St, Carol Orphanides** Discuss and act on replacement of 8 windows.

Carol Orphanides present.

Robert Delisle, contractor, present.

Allen: At end of the last meeting, we asked Nick to take a look at this property at the windows that were there.

Orphanides: He came by. I have a letter or email from him.

Church: He was going to tell us the existing material.

Orphanides: He did. I can pull it up on my phone.

Lima: That would be helpful.

Butler: I found my name on the abutters report. Do I need to recuse myself?

Teitz: It is recommended that you do recuse yourself since you are within the 200ft. It is not absolutely required, but if you were immediately adjacent you would be required.

Butler: Recused.

Lima: We will take care of that next time with Nick.

Tanner: On the form?

Lima: Yes.

Church: Has the contractor looked at existing windows?

Delisle: I did. They are wood windows.

Church: All wood?

Delisle: Yes.

Teitz: Are there sash weights?

Delisle: I believe so with the age of the window.

Lima: Let me look in the folder.

Allen: At the last meeting there was some discrepancy as to when we thought the house was built.

Church: It says 1960, but I think it was before that.

Allen: I think it was the early 1900s.

Orphanides: I think 1906.

Allen: Something like that.

Lima: The shingles have been replaced a couple of times.

Orphanides: Yes.

Church: If they are all wood windows.

Allen: With sash weights.

Lima: He would have gone out and made a recommendation if we needed to go out.

Tanner: Nick said they are all wood windows.

Church: We were not sure if they were wood clad.

Lima: Right, we have pictures but was hard to determine.

Church: I recommend that we do a site visit.

Bergenholtz: I was hoping Nick would have more information.

Church: Can we do a site visit with a vote.

Lima: What do you think Andy?

Church: Instead of waiting a month.

Teitz: Sure, if you want.

Lima: Let's listen to the presentation to have something to go on so we know what we are voting for. Would that be okay with you to do the presentation?

Orphanides: What does good shape mean?

Lima: Every house is different that is why we do a visit. Some windows are in better shape than other people in the area because the wood that is used in the manufacturing of windows today does not even touch the windows of 50 years ago.

Orphanides: But the glass is the same.

Lima: Not necessarily. The structure and integrity of the historic house is the windows. If you take the windows out some of the character is gone. Some can be repaired and money-wise it is better to repair than replace. Historically we do a site visit. We will have Nick set up a site visit and vote on it that day so you will have a decision. If you want to show the window and explain the window so we know what the alternative is. Is that ok with you?

Orphanides: Yes.

Lima: Say your name and explain.

Delisle: I am Robert Delisle the contractor on this project. These are Anderson tilt wash. Solid window with vinyl clad with divided light grids. White in

and out. Guaranteed 20 years on glass, lifetime on vinyl, 10 years on everything else.

Allen: Full divided light? Not true divided light?

Delisle: Not true divided light.

Allen: There is a difference between fully divided light and true divided.

Delisle: It is a simulated divided. It has a spacer in the glass to give it the more of a realistic appearance.

Lima: 6 over 6?

Delisle: Correct.

Lima: So new would be 6 over 6?

Delisle: Yes, I can send you a spec sheet.

Church: We have it.

Allen: One of the problems is that Anderson does not give a lot of information on the windows. Had one person that could not find out what the cladding was.

Teitz: Before you go down this path, I know the general rule on vinyl. We only approve vinyl replacing vinyl.

Delisle: 400 series is wood with fibrex. The E series is aluminum.

Lima: So, we know the alternatives.

Bergenholtz: I would not go with vinyl.

Church: Not vinyl.

Millard: Same.

Church: What are the mutttons? Are they in between the glass?

Delisle: Grids are on interior and exterior with spacer inside the window to give the look.

Lima: Do you have a brochure?

Delisle: I can get you one.

Church: How old are the storm windows?

Orphanides: Old. They do not function properly.

Lima: We will have Nick set up a visit, but he will contact you first to establish the days you are available so we can set a date and advertise so when we make the vote you will have our decision then so you do not have to come back.

Motion by Lima to set up a site visit to inspect the windows as presented on the application; Seconded by Allen:

Voting Yea: Bergenholtz, Lima, Allen, Millard, and Church

Delisle: Can someone send an email to me to let me know what information is needed?

Tanner: Sure.

Lima: Thank you.

3C. **23-166: 151 Ferry Rd, Scott Hutchens** Discuss and act on redesign of approved application 22-095 substituting Pergola for pool house that was previously approved.

Scott Hutchens present.

Allen: Read history of the house into the record.

Hutchens: I came here a year and a half ago. I did research the cost and look. The landscape design firm showed me a pergola. It is a high-quality system with a louvered roof that can open and close. It is an 8 by 8 solid structure with powder coating. I am going with the white. It has a flat roof with louvered panels. It is a little bit wider than what the pool house was, but it is one level. We have tree coverage, so you do not see anything. We will add extra plantings for extra privacy.

Allen: You answered some of the questions I had.

Bergenholtz: I am familiar with this. My friends have one. I really did like your pool house though.

Hutchens: Me too.

Bergenholtz: Since it is not a permanent structure, we need to get the cut sheet from the manufacturer for the file.

Lima: We have this, but we cannot read it. We do need some type of original with specs that are legible. I think it is something that is functional for you, but not something that is going to impair the look for the property.

Church: I agree I think it is fine.

Millard: It fits in nicely. The fact that you will have an outdoor kitchen will be wonderful.

Butler: I did not get a copy of that. I think this is wonderful and looks like a really nice addition.

Hutchens: Thank you.

Lima: Is there anyone in the audience that wants to speak for or against this project?

Motion by Allen to accept application as presented provided that a cut sheet is submitted for the design and subject to the Project Monitor's approval; Seconded by Bergenholtz.

Voting Yea: Butler, Bergenholtz, Lima, Allen, Millard, and Church

Secretary of Standards: #9

Project Monitor: John Allen

Lima: Please put the green sheet in the front window of the house. You will not get that until we receive the information.

Church: On the website there are pictures that should be printed out.

Lima: Ed, please put in the notes to have the pictures printed out and explain to Nick.

Tanner: Okay.

Hutchens: I have updated drawings.

Teitz: This will be subject to the Project Monitor's approval.

Hutchens: The pictures were shots from the pool to street and I put some pictures of the concept in there as well. John, please let me know what you need.

Allen: Yes. Thank you.

3D. 23-168: 256 Hope St, Philip Elmer Discuss and act on installation of solar panels on southern elevation of house and addition.

Allen: Read history of the house into the record.

Wyatt Martineau present.

Philip Elmer present.

Martineau: We want to put solar panels on the house on the south side back of the roof and on the main house roof. I have a printout. I have the engineering and specs and racking specs. They are locked in through the rafters of the house. The electrical panel will be in the basement. If it cannot be put in the basement, then there will be a 1 inch PVC pipe the back of the house out of site. The only piece seen would be a disconnect switch to panels. The rest of the equipment would be in the house and out of sight. The panels are 3 inches off of roof, jet black, sleek in design. Also, looking at some photos, there are a few trees on other side that block panels. The majority of it is blocked by the trees. Not too much of an eye sore.

Allen: So, you are saying you cannot see them at all?

Martineau: You can see it from down the street a bit.

Church: What is the set back of the panel from the edge.

Martineau: From the eve, gutter or ridge?

Church: Gutter.

Martineau: A foot or two and then 18 inches off of the ridge.

Church: Front to back?

Martineau: If you are standing at the front, it is 2.5 feet. Page 2 of the plans shows the measurements. I can get the measurements for you.

Allen: Is that mandated by code?

Martineau: The path is mandated by the fire code.

Lima: We need to comply with zoning right Andy?

Teitz: The building code.

Lima: Okay.

Teitz: What are the shingle materials?

Martineau: I believe it is standard architectural shingles.

Teitz: It is reversable since it is not wood shingles or terra cotta.

Lima: Is there anyone in the audience that would like to speak for or against this project?

Church: Keep in mind that the panels must be removed 1 year after they are no longer functional.

Motion by Allen to approve application as presented with the stipulation that the panels are to be removed within 1 year of them becoming inoperable; Second by Butler.

Voting Yea: Lima, Church, Millard, Bergenholtz, Allen, and Butler

Secretary of Standards: #9

Project Monitor: John Allen

Lima: Nick will give you paperwork. He will email it or provider you with a green sheet. Please put in the window in the front when you begin the work.

Martineau: Do you need anything from me?

Allen: All set.

Tanner: Just the building permits.

3E. 23-173: 56 High St, Herbert Simmons Discuss and act on replacement of metal gutters with fiberglass gutters.

Herbert Simmons present.

Tanner: Mr. Simmons brought some photos. Gives photos to Commission.

Simmons: That is a photo of the house in 1935. I am providing it to show you that the gutter system was different than what is on the house now. We are proposing to modify the present system.

Butler: To make it like it was in 1930?

Simmons: No. The house was moved twice. It has been on High Street since 1883. When moved, it was a Victorian building with all types of decorations on the Victorian house. In late 1930s, it went under made major modification to return the house to a federal style. We bought the house in 1985 as a single-family residence. It is an important historic house. We are committed to maintaining it and preserving it appropriately. In 12 months, we spent \$90k on the exterior including removal of asbestos shingles and roofing. We have replaced all of the roofs. We rehabbed the gutters on third level of house and replaced the Greek columns over the front portico. The remaining problem is the gutter and water flow off the front of the home. The present gutters do not accommodate the volume of water coming off of the roof. There is also the absence of a required downspout. The length on front roof to the back on the north side is 90ft in length with no downspout. This has been a major problem. There is water seepage in basement. There are 3 different ways to fix it. Try to repair the present gutter on front of the house which is out of balance, twisted, and bent in places, also to install a copper downspout on the northeast end of the northwest end of the house if you look at house, let corner of house. It is the simplest solution it may solve the problem but may not. We may need a larger gutter. The gutter is old enough that we

cannot replace the parts. The suspension system is old and we cannot get the parts. It is a little complicated to make repairs, but worth a try and then to put new downspout. If not, replace gutter on front. Presently, the gutters are a mixed metal material. It is hard to tell because it has a ¼ inch of white paint. It does rust on some of the junctions, so we think it is some type of mixed metal. The house has copper downspouts on it, so we want to do matching copper downspout. In the event it does not work, we propose fiberglass gutter. I left a piece on the desk for your review. This would solve the repair problem. We would have to install two fiberglass downspouts on the front to service it on the southwest corner on right side of photo and one on the northwest corner. The downspouts would have to be fiberglass because they have to be fused to the gutter according to the contractor. The third alternative is to replace the gutters on the front of the house and the gutter system along the driveway with this fiberglass. This is the most invasive option in terms of modifying the house and the most expensive option. We are asking your approval to try the simplest solution first using copper downspout and try to modify and fix present gutters so that it is balanced. If that does not work, we will then get approval to go to option 2 to replace gutter itself.

Bergenholtz: Are the fiberglass downspout round?

Simmons: They are square and about the same size as the piece of fiberglass on the desk. Fairly standard size.

Allen: We have had discussions. Your current gutter system is very unique.

Simmons: The supports have an adjustment on them, but the bolts and screws have been on there so long that I have had a half a dozen contractors look at this and they are afraid it will break.

Allen: Half round?

Simmons: Yes, half round and not very deep. Sort of a flat round. It does not carry much water. The absence of downspouts where there should be one is a problem. The addition of one might work. We think

that is the best to try first fixing first, but rather than come back again, to get approval now for alternatives in case it does not work.

Allen: We have discussed the system and I told you that we have approved it.

Bergenholtz: Are you the Project Monitor?

Allen: No, he called me. The other thing is the possibility of using a half round gutter that is larger than the one you have now.

Simmons: I am under the impression that we cannot find that type of a gutter unless it is custom made.

Allen: We have some applications that had that and we can give you the information.

Simmons: Ok, but we still would have the same problem with the downspout and still have issue of whether that type of a gutter is deep enough and carry enough water.

Allen: St. Michael's Rectory on Church Street used a larger half round.

Simmons: I see. I think it would have to be a custom piece of work.

Allen: If you want to take a chance of trying to repair, I think that would be the best and least expensive.

Simmons: That would be our first choice. If we continue to have the problem, we are still left with whether you would approve fiberglass with two downspouts.

Lima: I am very impressed with your options. Thank you. We do not usually get applicants that give us options. It is obvious that you have taken great pains to keep the house as lovely as possible. Andy, can we do this?

Teitz: Yes, and they can choose to do less of it as necessary. Is that the profile?

Simmons: Yes, and the two downspouts.

Bergenholtz: Only for the front, not the side to the garage?

Allen: On the side as well.

Simmons: Only for the gutter on the front of the house, which is option 2. The gutter on the driveway to the garage would stay and be an independent gutter.

Bergenholtz: How will it marry?

Simmons: It will not completely join. There will be some distortion but not bad.

Bergenholtz: The gutter on driveway?

Simmons: Option 3 would replace the front and the driveway would have to go with three downspouts with two in front and one on side.

Bergenholtz: Okay.

Simmons: Option 2 would leave gutter in place on driveway. It does not get rid of all of the gutters, just the one with the problem. I think it would look great if just do front. It is a fairly close match, but there may be a little space between the driveway gutter and front gutter.

Allen: You had some very large pieces of aluminum gutters in the yard.

Simmons: The contractor brought those for us to look at. They are still in the back yard.

Allen: Were they originally proposed for front?

Simmons: Yes, not the back. We never got to that point.

Lima: Anyone else have questions?

Church: Is the front gutter aluminum?

Simmons: No. Some type of metal that is painted.

Bergenholtz: Sounds like tin.

Simmons: Some type of metal. It does rust. Not totally clear what it is.

Church: There are no holes, it is just shallow.

Simmons: Yes, almost half round but not quite.

Lima: Is there anyone in the audience that would like to speak out for or against this application?

Motion made by Allen to approve the application as presented with options as presented. Applicant to repair the current gutters if possible and the addition of one copper downspout of the same type and size, then if that does not work, to use the second option to go with the presented fiberglass gutter and add two new fiberglass downspouts. Finally, option 3 to replace the entire driveway gutter and front gutter with fiberglass. Whichever option used can be approved by the Project Monitor; Seconded by Bergenholtz.

Voting Yea: Bergenholtz, Butler, Lima, Allen, Church, and Millard

Secretary of Standards: #9

Project Monitor: John Allen

Lima: We will prepare the Certificate of Appropriateness. Please put it in the window at the front of the house. If you have any questions, call John or Nick. Thank you for taking such good care of this house.

Simmons: Thank you.

3F. **23-175: 9 Thames St, Robin Karian** Discuss and act on replacement of 6 Andersen 400 series windows in kind.

Jeff Ramos present for Robin Karian. Has a letter from Robin.

Allen: Question, were you not here to have this same discussion previously?

Ramos: Not in this house. Also, I believe this is 5 Thames Street not 9.

Teitz: That is a problem because the application says 9 Thames and notice was 9 Thames.

Allen: Abutters list has 5 Thames Street.

Butler: There is no 9 Thames Street.

Teitz: No 9 Thames, but it is still an issue. I think you cannot hear this tonight because of the mistake. It is advertised wrong. It was a substantive error. Without correction and since it has been advertised, I do not think this can proceed tonight.

Lima: Can we consider it as a concept review?

Teitz: No, because it is an open meeting violation.

Ramos: Ok.

Lima: When were you planning on doing this?

Ramos: They thought they could just put vinyl in and then they could change it like for like. The windows have not been ordered. Can we continue it to the February meeting?

Teitz: Sure, the 1st of February.

Ramos: Okay. I represent the contractor. The owner was supposed to be here, but she gave me the letter. Gives letter to the Commission.

Lima: She needs to email the letter to Nick.

Teitz: Have her say that she is giving you permission to be at the Commission without a specific date on the letter.

Allen: Can we give any guidance?

Teitz: No, because it is not legally on the agenda. You can give your guidance to Nick and then he can pass it on.

Allen: I will do that.

Motion made by Allen to approve that the application be moved to the February meeting; Second by Butler.

Voting Yea: Butler, Lima, Church, Millard,
Bergenholtz, and Allen

- 3G. 23-180: 21 Bradford St, Elvio Sciacca Discuss and act on Fencing, decking material, AC condenser locations and driveway.

Frank Sciacca and Elvio Sciacca present.

F. Sciacca: This continues to pose many, many complications. When we first came before this Commission, it was asked of me to address the landscaping issues. We put forth diagrams open for discussion. A lot of time and effort has been put into it. West side of building, which is the left side on the picture, has the least number of issues. The east side has a lot of problems. On the west side, initial approval was for back-to-back parking spots which there is plenty of room for that. When we took the property in its entirety there was plenty of room on the right-hand side of the building. The west has some issues. The span of neighbor's driveway, which was addressed in the form of an easement, has plenty of room for another parking spot on that side. This would alleviate street parking. Only two back-to-back spaces are on left hand side. My brother and I may use two of the units. There is plenty of parking on the right side. There is a curb cut on the right side about 6ft. This takes into consideration the drop and sidewalk. The curb cut is much less than that and it would make the sidewalk better. There is one parking spot for the front unit. The left side has trees there and ac units are on the right side and the neighbors are concerned about the noise. Moving the parking spot on the right would help to move the condensers for ac. The back will be a rain garden. The decking in back is framed. I can talk about materials suggested which are composite and Azek trim boards with a composite rail system. You would not see it. We are open to suggestions. Also, fencing would be at the rear of property. The east side would be wood which is not the best material, but the Commission likes it. On the back portion we are open to suggestions. We have several complications. The commercial property that is in the back is unsightly. The line is 2ft back from where fence is currently. We have discussed this with the owners, and they are open to moving it

without complications. My Brother suggested going higher than 6ft. Just want something a little more aesthetic with height as the back of that building very commercial and I think it makes a lot of sense to hide as much of it as we can. In front, we would like arborvitaes and a rain garden which was approved on initial plan. On the east side, there is a profound difference of height of the land from us to the neighbor posing a problem. The water coming onto our property and into the basement. We suggest a small retaining wall. You will not be able to see it. Suggesting a wall approximately 3ft tall made of wooden cedar fence. We were advised that the neighbor would put some nice trees and arborvitaes. I think this is all on the agenda regarding the parking spots, wooden fences, decking material, and retaining wall which may have been approved. We had a major problem during last rainstorm. We started to work on it. We created a drainage system to go back to the rain garden. We are open to discussion. I really think the parking solution makes sense.

Lima: The Building Official approved this around December 13, 2023. Just to back track, we have no jurisdiction on curb cuts.

F. Sciacca: I know that. I just wanted to put it in here.

Lima: The fence looks like something you can see through and not solid.

F. Sciacca: Right.

Lima: Thank you.

Church: What are the proposed materials for the driveway?

F. Sciacca: We priced out pavers which would be approximately \$120k to do the driveway. We are looking at other options. We wanted pavers, but it is over budget. We have done everything we have been asked and it fits well. The structure that was there was far worse than expected. It is still posing challenges. In terms of budget, pavers are out of the question.

Church: I am opposed to asphalt.

F. Sciaccia: The whole street is asphalt and that would be my last option.

Lima: That is something that we do not need to deal with now.

F. Sciaccia: I think it was always asphalt. If I can afford something better, we will do it. There is not one thing on that building that we did not do to the best of ability.

Lima: You have done a great job. Just my opinion.

Allen: I have no issues with the presentation. Materials on decks and back are fine since it is in the back. My only concern is whether arborvitaes will grow tall enough.

F. Sciaccia: No arborvitaes in the rain gardens, only on the side. The decking materials are composite which is 80% recycled material. It is a really a good product for it. It is much easier to maintain and will not have to replace it years from now.

Bergenholtz: This has been approved in the past.

Lima: Mary, you have a question?

Millard: Just commenting on the arborvitaes. I think something smaller would be good. Neighbors have put them in and 5 years later everything is totally covered.

F. Sciaccia: The big issue is that commercial building. It has changed over time, and it is literally a foot off our back area. It is Very industrial and there is nothing aesthetically pleasing. We prefer not to see it.

Lima: Is there anyone in the audience that would like to speak for or against this application?

F. Sciaccia: Could I get some clarification on the driveway materials. I am told that it must go to the Town Council.

Lima: We had already approved the driveway on the west side.

Teitz: If you vote to approve it on the east side, then it needs to be submitted to the Town Council. It is still up to them to grant the curb cut. The other thing is I think you should clarify the material. There is already asphalt on one side, but if it is approved on this side, so be it, but it is a last resort for him. If you are not approving asphalt, then need you need to specify the materials that would be approved.

F. Sciaccia: What I suggest to be fair to Peggy's driveway would be to do concrete to match her driveway. The other options I am going to explore are pavers, stamped concrete, and the process of coloring concrete to look like pavers.

Teitz: Just looking to be clear on the record. The west is asphalt and concrete or better on the east side. That would be fine.

Bergenholtz: But you want it to be matching.

Lima: If we approve asphalt, we can have the Project Monitor approval concrete or better.

Teitz: The Project Monitor always approves an increase in the quality of the materials. The question is that you should set the base. If you are okay with asphalt, then you need to say that.

Lima: Okay.

Bergenholtz: We already approved asphalt on one side, but if he wants a uniformed look, if the budget allows, you would do something that matches on both sides.

F. Sciaccia: Right.

E. Sciaccia: There could be some transition between the 2 driveways, so it aesthetically makes it look like 2 separate driveways.

Lima: Can we do asphalt and/or concrete?

Teitz: No.

Bergenholtz: What was approved already?

F. Sciacca: The west side.

Teitz: This is subject to Town Council approval for curb cuts, and Zoning Board approval for fence height.

Motion made by Bergenholtz to approve the application as presented regarding the decking, location of condensers, asphalt to the west, and the east driveway materials to be approved by the Project Monitor. Also, that it is subject to the approval of the Town Council for the curb cut, and Zoning Board approval for the fence height; Seconded by Allen.

Voting Yea: Butler, Lima, Bergenholtz, Allen, Church, and Millard.

Secretary of Standard: #9

Project Monitor: Ben Bergenholtz

4. **Concept Review**
5. **Monitor Reports & Project Updates**
6. **HDC Coordinator Reports & Project Updates**
 1. 2023 CLG Report
 2. Administrative Approvals 11/17/2023-12/15/2023
7. **HDC Coordinator Approvals**
8. **Other Business**

Teitz: Nick provided the annual report.

Lima: I did not get one.

Teitz: It is boiler plate, except for attendance records over the last year. I would like to mention the training. Another session is being done virtually. The deadline to register is tomorrow. The training is through the national organization. If anyone has not done so, I recommend you do it. It is virtual.

Allen: Do you have to do three hours every time?

Teitz: Three hours at first, then an hour to keep up the credits.

Millard: I was not able to go before, can I do it online?

Teitz: Yes, it is at end of the month, but registration ends tomorrow.

Allen: You must sign up by tomorrow.

Teitz: Nick sent the email today. It is January 30th from 6pm to 9pm. It is shorter than normal, but it is the three hours you need. I strongly urge you to do it. Convenient and free.

Church: Question. Has there been any state changes to the zoning as it pertains to historic preservation in the waterfront area?

Teitz: No changes. Nothing in the new legislation overrides historic preservation.

Church: Can towns opt out of these changes?

Teitz: No, they cannot.

Millard: So, I still cannot build another residence on my property? Not that I want to.

Teitz: There are fourteen bills proposed. Thirteen passed except for accessory dwelling buildings.

Millard: I have seen accessory buildings on people's properties already.

Teitz: Come to the planning board next week and I will be discussing it. I am piloting this new module of the new laws.

Lima: So, that would not count for us having additional training?

Teitz: That would count as your annual one hour.

Church: Do I have to do an hour?

Teitz: I am not sure. I do not think so. If you do, you do not have to do it before June 30th of this year.

Lima: I have done that.

9. Adjourned at 9:20pm

X Bryanna Lyne

Bristol Planning Board Draft Minutes January 11, 2024



BRISTOL PLANNING BOARD
JANUARY 11, 2024 MINUTES

TOWN HALL
10 COURT ST.
BRISTOL, RI 02809
401-253-7000

Held: January 11, 2024 in person

Present:

Charles Millard, Chairman; Anthony Murgo, Vice Chairman; Member Brian Clark; Member Steve Katz; Member Richard Ruggiero (arrived at 8:04pm); Alternate Member Michael Sousa; Alternate Member Jessalyn Jarest

Also Present:

Diane Williamson, Administrative Officer/Director of Community Development; Andrew M Teitz Esq., Assistant Town Solicitor

Not Present:

N/A

Chairman Millard called the meeting to order at 7:05pm and led the assembly in the Pledge of Allegiance.

A motion was made (Murgo/Katz) to accept the November 21st meeting minutes.

In favor: Clark, Katz, Millard, Murgo, Sousa

Opposed: None

A motion was made (Murgo/Clark) to move item C3 to the first agendar topic.

In favor: Clark, Katz, Millard, Murgo, Sousa

Opposed: None

C3. Joseph B. Jorge, 27 Surf Drive - Request for Abandonment of a portion of Surf Drive.

Joseph Jorge and Judy Jorge of 27 Surf Drive presented.

Joseph explained that they built the house on Surf Drive in 2016. The State got involved and then there were a lot of restrictions. They got pushed towards the street, so now they do not have good access to the backyard. When the street was built, there was a cul-de-sac that was used, but now it is not used.

In 2017, Joseph and Judy made a request to the Town to use that land, which was approved. Judy added that they only have access to the back yard via a curved stairwell, so they use the back of the cul-de-sac property to bring lawn mowers, kayaks, etc. to the back yard. The Jorges have been using and maintaining the land since then.

Joseph explained that the property next door is now for sale. The Jorges are worried that the buyers might be interested in some of the cul-de-sac, so they would like to formally request half the cul-de-sac.

2024 FEB -9 AM 10:39

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

Bristol Planning Board Draft Minutes January 11, 2024

Chairman Millard asked why the maintenance agreement can't stay in place until a house is built and someone wants access to the property. Judy and Joseph responded that they are not trying to jump the gun, but are trying to protect themselves so they don't lose the access to the property in the future.

Member Sousa mentioned that if the cul-de-sac was abandoned, the projection of their side lot line to the new street line would go to the Jorges, not the new neighbors.

Vice Chairman Murgo mentioned that the Board has never recommended that the Town abandon property. Director Williamson agreed, but that she had recommended the Jorge's come to the meeting to present their case and get a sense of the Board's recommendation. If the Board is not in support of this request, the Jorge's can withdraw their petition to the Town Council.

Vice Chairman Murgo asked if they already have the right to maintain it, if that is protected. Joseph Jorge responded that he does not think it is protected, as it was approved but nothing is in writing.

Assistant Town Solicitor Tietz stated that they can get a copy of the certified record of the Town Council. He added that when land is divided, it's usually along the middle. No one is entitled to the whole semi-circle.

Member Sousa stated that for it to be split unevenly would be unfair, and the Jorge's would be notified if the new neighbors requested this. He agreed with Chairman Millard that this seems premature, and that there is currently no hardship.

Member Clark reviewed the map with the Jorges and asked for clarification on the location of the fence, the property line, and the cul-de-sac. Member Clark asked what is the frontage requirement for the lot next door to build. Director Williamson responded that they have more than is required.

Director Williamson mentioned that if everything stays as is, the cul-de-sac is public property, and the Jorge's can walk across it with their lawn mowers and kayaks.

The Jorges expressed concern about how long it took to build the house due to the State's requirements. The Board reiterated that it is Town land, the maintenance agreement won't be taken from them and given to the new neighbors. and if there was a request made, they would be notified and able to respond.

A motion was made (Murgo/Katz) to recommend to the Town Council that the Planning Board is not in support of the abandonment. The petitioners still have a license to maintain.

In favor: Clark, Katz, Millard, Murgo, Sousa

Opposed: None

C2. Mandatory Land Use Training - Part 2. RI law requires every member of a planning board, zoning board, and historic district commission to have at least three hours of training by June 30, 2024. The first half was completed on March 9, 2023. This training will last approximately 1.5 hours and will go toward meeting the overall requirement. Topics will incorporate the new amendments to state law on Zoning, Planning, Comprehensive Plans, and Adaptive Reuse. This will also include zoning variance and special

Bristol Planning Board Draft Minutes January 11, 2024

use standards which the Planning Board will now need to apply with regard to Unified Development. The public is welcome to attend.

Assistant Town Solicitor Tietz started the training at 7:28pm.

Member Ruggiero arrived at 8:04pm.

Assistant Town Solicitor Tietz finished the training at 9:23pm.

The Board took a recess from 9:22 - 9:33pm.

C1. Proposed Amendments to Subdivision & Development Review

Public hearing, referral to the Town Council for recommendations, and adoption subject to consideration of Town Council recommendations. Proposed amendments required due to changes in state law which will take effect on January 1, 2024, which is the proposed (retroactive) date of these amendments. The amendments include the following changes:

- Definitions of various project categories including major and minor land development projects and subdivisions; associated changes to application and review process for these projects;
- Development Plan Review process changes;
- Unified development review for projects requiring zoning relief as well as approval by the Planning Board;
- Revised procedures for appeals;
- Modified procedures for public notice of applications;
- Technical Review Committee composition and appointment.

A motion was made (Murgo/Clark) to open the public hearing at 9:36pm.

In favor: Clark, Katz, Millard, Murgo, Sousa

Opposed: None

Director Williamson copied and distributed an additional document related to the Development Plan Review. Assistant Town Solicitor Tietz explained that the first page of the handouts outline the decisions the Board needs to make. There are two review processes: administrative development plan review, and formal development plan review, which includes preliminary and final. The Board needs to decide what will be included in each of these review processes. The Board also needs to decide what types of waivers they want to be able to grant.

Assistant Town Solicitor Tietz reminded the Board of the thresholds for Development Plan Review in the Zoning Ordinance. Director Williamson copied and distributed for the Board's reference.

Member Clark mentioned that the Board already decided that there will be no TRC, that the Board represents the people of the Town, and should have the final say. Assistant Town Solicitor Tietz confirmed that the Board is the permitting authority, but the question is whether they want to handle everything in one meeting or two meetings.

Chairman Millard proposed starting with one meeting, and carrying over to a second meeting if necessary. Member Katz asked if the TRC could review and advise. Assistant Town Solicitor Tietz responded that this violates State law because they are trying to simplify the process.

Chairman Millard proposed having the TRC advise if an application is not going to pass, and save them from having to come before the Board. The TRC could be a vetting / advisory process to give developers guidance and to get the kinks out.

Bristol Planning Board Draft Minutes January 11, 2024

Assistant Town Solicitor Tietz read the law to determine if the stage one meeting could be the TRC, and the stage two meeting could be the Planning Board. There was discussion around whether or not the TRC would have to be a permitting authority. The conclusion was yes, if the TRC was the stage one meeting, they would have permitting authority.

Based on this, the Board discussed whether all Development Plan Reviews should not go to the TRC; they should go to the Planning Board. If more than one meeting is necessary, the application can be continued to a second Planning Board meeting.

Assistant Town Solicitor Tietz suggested having a voluntary/optional TRC meeting for Development Plan Reviews, prior to the required Planning Board meeting. Member Katz agreed.

A motion was made (Clark/Katz) to continue the public hearing to the February meeting.

In favor: Clark, Katz, Millard, Murgó, Sousa

Opposed: None

Nomination for Planning Board Secretary

Vice Chairman Murgó nominated Member Katz. Member Clark seconded.

In favor: Clark, Katz, Millard, Murgó, Sousa

Opposed: None

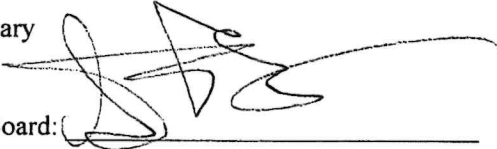
A motion was made (Millard) to adjourn the meeting.

In favor: Clark, Katz, Millard, Murgó, Sousa

Opposed: None

Meeting adjourned at 10:00pm

Respectfully submitted by Doran Smith, Recording Secretary

Date Approved: 8 February 2024 Planning Board: 



The Commissioners of the Cemeteries

The North and East Burial Grounds Commission
 The Town of Bristol, Rhode Island
 10 Court Street ~ PO Box 407
 Bristol, Rhode Island 02809
 Ph 401-253-6426 ~ Fax 401-253-5885

2024 FEB 14 AM 7:44
 TOWN CLERK'S OFFICE
 BRISTOL, RHODE ISLAND

MINUTES

The meeting of Wednesday, September 13, 2023 was held at The Chapel at North Burial Ground at 1081 Hope Street, Bristol, Rhode Island. The meeting was called to order by Chairman Charles Cavalconte at 6:00 PM. Present were Chairman Charles Cavalconte, Commissioner Susan Church, Commissioner Ed Carusi, Commissioner Kathy Moran, Commissioner Jim Riccio, Superintendent Enzly Ramsay, and Recording Secretary Carol Gafford. Alternate Josh Cabral and Lily Ramsay were excused.

1. **PLEDGE OF ALLEGIANCE TO THE FLAG.**
2. **A MOMENT OF REMEMBRANCE:** For our dead and their families
3. **REVIEW & APPROVAL:** Minutes for the August 17, 2023 meeting were approved with a motion from E. Carusi, seconded by K. Moran and approved by all.
4. **REVIEW:** Monthly Census of Cemetery Use and Sales Income. There were 6 burials in August 2023.
5. **REVIEW:** Monthly Expenses and Invoices for August 2023 were reviewed.
6. **UPDATE:** Gravestone restoration is on hold at this time.
7. **UPDATE | STATUS PROJECTS at THE CREMATION GARDEN (CG):** Superintendent Ramsay has talked to David Ward about modifying the existing Cremation Garden. A motion was made by E. Carusi to give David a retainer of \$5000, seconded by S. Church and approved by all. The Commission would also like him to work on the West side expansion.
8. **UPDATE | STATUS PROJECTS at THE NORTH BURIAL GROUND:** Repair of the stone wall on Hope St. continues. Bill Chittick continues to work on the trees. Discussion was had on weeding trees and planting more. 100 trees will cost about \$15,000. The Commission discussed different ways of financing projects. New metal gates for Gate 5; Repair and reconfiguration of the wall on the west side of Gate Four. Status of Westside development, report about The Ward, update removal of the dirt, trees and re-staking of the center road states by Surveyor Steve Murgo. Update map of underground utilities: water and electricity. Community center as source for utilities for Westend? A Boy Scout, working on an Eagle project, is planning to identify the location of the veterans at NBG.
9. **UPDATE | STATUS REVIEW:** There is no new update on the EBG Gate Restoration project.
10. **DISCUSSION | REVIEW | BUDGET:**
 - A hand-out was given on comparative pricing for cemetery services. Pending the schedule to meet to review new pricing for the Right to Burial and cemetery services for both the disposition of Full Body Burials and Cremains and associated operational expenses. This is a Work in Progress (WIP)

- Conversation continued on Organization of Commission as related to future plans is evolving.
- Pending to schedule a meeting for the discussion and development of a 3 month/ 6 month/ 1 year/5 year/10 year plan for future work at NBG topic to include but not limited to: the development of the west side of NBG, road maintenance and width, road naming, the development of an additional formal cremation space/s, consideration of a formal committal prayer/chapel area, purchase and placement of meditation benches, etc. Organization planning, coordination and management. This is a Work in Progress. WIP

12. ON GOING: DATES AND REMINDERS: US Flags are always available for the graves of veterans at the NBG's Superintendent's office or from The Bristol Council of Veteran.

13. COMMISSION MEETINGS FOR THE REMAINDER OF 2023: The Commission meets on the 2nd Wednesday of the month at 6:00 at The Chapel at North Burial Ground, unless otherwise noted: Dates for **2023**: 10/11; 11/8; 12/13.

14. COMMISSION MEETINGS ARE POSTED AT THE FOLLOWING LOCATIONS:
The Bristol Post Office | Bristol Town Website | RI Secretary of State Website:
http://sos.ri.gov/openmeetings/?page=view_entity&id=4502

Chairman Cavalconte entertained a motion to adjourn. Motion was made by Commissioner E. Carusi and seconded by Commissioner S. Church. The Meeting adjourned at 7:10PM. Next meeting October 11, 2023.

~Respectfully Submitted and Approved for Record
Wednesday October 11, 2023
Carol Gafford, Recording Secretary



The Commissioners of the Cemeteries

The North and East Burial Grounds Commission
 The Town of Bristol, Rhode Island
 10 Court Street ~ PO Box 407
 Bristol, Rhode Island 02809
 Ph 401-253-6426 ~ Fax 401-253-5885

2024 FEB 14 AM 7:44

TOWN CLERK'S OFFICE
 BRISTOL, RHODE ISLAND

MINUTES

The meeting of Wednesday, November 15, 2023 was held at The Chapel at North Burial Ground at 1081 Hope Street, Bristol, Rhode Island. The meeting was called to order by Chairman Charles Cavalconte at 6:00 PM. Present were Chairman Charles Cavalconte, Commissioner Ed Carusi, Commissioner Susan Church, Commissioner Kathy Moran, Commissioner Jim Riccio, Alternate Josh Cabral, Lily Ramsay, Superintendent Enzly Ramsay, and Recording Secretary Carol Gafford.

1. **PLEDGE OF ALLEGIANCE TO THE FLAG.**
2. **A MOMENT OF REMEMBRANCE:** For our dead and their families
3. **REVIEW & APPROVAL:** Minutes for the October 11, 2023 meeting were approved with a motion from E. Carusi, seconded by J. Riccio and approved by all.
4. **REVIEW:** Monthly Census of Cemetery Use and Sales Income. There were 6 burials in September 2023 and a total of 32 for this calendar year.
5. **REVIEW:** Monthly Expenses and Invoices for October 2023 were reviewed. Superintendent Ramsay submitted and invoice schedule. The Board will review it.
6. **UPDATE:** The link for the new cemetery program is [North Burial Ground – Search Powered by CemeteryFind](#). This link will eventually be posted on the Town's website.
7. **UPDATE:** Chairman Cavalconte read a letter written to the town regarding financing of Capital Projects.
8. **UPDATE:** Bill Chittick has submitted an ambitious tree plan for the cemetery. The plantings may be done in phases. Superintendent Ramsay will talk with Bill. Discussion also took place on tree memorials. Commissioner Church made a motion for spending \$10,000 on tree planting for the 2023-2024 year. Seconded by Commissioner Moran. The Commission will revisit the plan for the 2024-2025 Fiscal Year.
9. **UPDATE:** Gravestone restoration is on hold at this time.
10. **UPDATE | STATUS PROJECTS at THE CREMATION GARDEN (CG):** Chairman Cavalconte reviewed current and future projects. Discussion continues on restoration of the pond patios for the bronze niche. Ongoing research continues for additional columbaria and niche wall and foundations. path update and grading; work on estimate for cement or aggregate for paths continues. This is a work in progress.
11. **UPDATE | STATUS PROJECTS at THE NORTH BURIAL GROUND:**
 Status of ongoing repair of stone wall on Hope St; Update regarding the painting of the Hope St. wall; Trees management: Planting, trimming and removal. *See update.* New metal gates for Gate 5; Repair and reconfiguration of the wall on the west side of Gate Four; Status of Westside development: report about/from The Ward Group; update

removal of the dirt: trees and re-staking of the center road states by Surveyor Steve Murgo. Update map of underground utilities: water/electricity. Community center as source for utilities for Westend? road naming This is a work in process.

12. **UPDATE | STATUS REVIEW:** There is no new update on the EBG Gate Restoration project.

13. **DISCUSSION |REVIEW|BUDGET:**

- I. Handout was given for new pricing for the Right to Burial and cemetery services for both the disposition of Full Body Burials and Cremains and associated operational expenses. Chairman Cavalconte would like the Commissioners to review this for next meeting.
- II. Handout was given for the FY 23-24 Budget. Chairman Cavalconte would like the Commissioners to review this for next meeting.
- III. Handout was given on Tree purchase and planting. Chairman Cavalconte would like the Commissioners to review this for next meeting.
- IV. Discuss the self-financing of capital projects using the Perpetual Care Fund and the development of a repayment schedule. Capital Projects for NBG and EBG include but are not limited to: the development of the west side of NBG, expansion of the Cremation Garden, road maintenance and widening for pull over space, the development of an additional formal cremation space/s, consideration of a formal committal prayer/chapel area, tree purchase and planting, purchase and placement of meditation benches, etc.

New Business

There was no New Business

14. **ON GOING: DATES AND REMINDERS:** US Flags are always available for the graves of veterans at the NBG's Superintendent's office or from The Bristol Council of Veteran.

15. **COMMISSION MEETINGS FOR THE REMAINDER OF 2023:** The Commission meets on the 2nd Wednesday of the month at 6:00 at The Chapel at North Burial Ground, unless otherwise noted: There is no December meeting. New schedule for 2024 will be posted. The first meeting of 2024 will be Wednesday January 10, 2024 at 6:00PM.

16. **COMMISSION MEETINGS ARE POSTED AT THE FOLLOWING LOCATIONS:**

The Bristol Post Office | Bristol Town Website | RI Secretary of State Website:

http://sos.ri.gov/openmeetings/?page=view_entity&id=4502

Chairman Cavalconte entertained a motion to adjourn. Motion was made by Commissioner E. Carusi and seconded by Commissioner J. Riccio. The Meeting adjourned at 7:12PM. Next meeting January 10, 2024.

~Respectfully Submitted and Approved for Record
 Wednesday January 10, 2024
 Carol Gafford, Recording Secretary



*TOWN OF BRISTOL
CONSERVATION COMMISSION*

*Department of Community Development
235 High Street, Bristol, Rhode Island*

Tuesday, January 9, 2024 @ 5:30 p.m.

JANUARY 2024 MEETING MINUTES

Members Present:

*Tony Morettini
Ray Payson
Lindsay Green
Craig Fisher
Glenn Donovan
Lee Ann Freitas
Jay Maciel*

Staff Present:

Ed Tanner

2024 FEB 15 AM 11:06

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

The meeting was called to order by Chairman Morettini at 5:31 p.m.

1. Minutes: A motion to approve the December minutes was made by Mr. Fisher and seconded by Ms. Freitas. Vote: 7-0.
2. Tree Program: Mr. Morettini said that a report from the Green Infrastructure Center (GIC) for the tree study they are doing for the Town should be out the beginning of next month.
3. DEM Notice for Gooding Avenue Hotel: Mr. Morettini said he sent a letter to the RI DEM on behalf of the Conservation Commission indicating that we cannot support the wetlands alteration permit application currently under their consideration. Mr. Morettini also shared a letter from Save The Bay to RI DEM in opposition to the application. Mr. Payson then passed out a copy of a letter from the Bristol Land Conservation Trust to RI DEM, also in opposition to the wetlands alteration permit application.
4. Around the Room: Mr. Maciel announced that there will be a Keep Bristol Clean town wide cleanup again this year, and suggested Saturday, April 27 as the date to do this, citing that Earth Day and Arbor Day occur the same week, to which all were in favor. Mr. Payson passed out a recent Providence Journal article entitled "Unwanted Visitors, DEM working to check rise of invasive winter moth in RI forests". Mr. Donovan reported that the statewide plastic bag ban went into effect on January 1, 2024. Ms. Green reported that the non-profit organization Clean Ocean Access had been dissolved. Mr. Maciel and Mr. Morettini noted that Topher Hamblett was recently appointed Executive Director Save The Bay.
5. The next Conservation Commission meeting will be held on Tuesday, February 6, 2024 at 5:30 p.m.
6. Ms. Green made a motion to adjourn the meeting, which was seconded by Mr. Fisher, and the meeting ended at 5:54 p.m.

Respectfully Submitted,

Jay Maciel

**MINUTES OF A MEETING OF THE
TOWN OF BRISTOL HOUSING AUTHORITY**

A meeting of the Board of Commissioners of the Town of Bristol Housing Authority was held on January 11, 2024, at the Bristol Housing Authority Conference Room. The Helen Barboza, Vice Chairman called the meeting to order at 10:10 AM and upon roll call those answering Present were as follows:

PRESENT
Helen C. Barboza Vice Chairman
Edward J. Correia, Commissioner
Pasquale D'Alessio, Commissioner
Candace Pansa, Executive Director

ABSENT
John E. Faria

2024 FEB 21 AM 7:04
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

The Vice Chairman led in reciting the Pledge of Allegiance.

A motion was made by Commissioner Correia and seconded by Commissioner D'Alessio to dispense with the reading of the minutes of the December 14, 2023, meeting. Upon roll call those answering Aye and Nay were as follows:

AYE
Helen C. Barboza Vice Chairman
Edward J. Correia
Pasquale D'Alessio

NAY
None

Thereupon, the Vice Chairman declared the motion carried.

The Maintenance Supervisor reported that all the units are filled. He informed the board that we had met with the owner of a company who does installation of key fobs. He will come back again with a price and the board will be notified of the information.

The Executive Director reported that the men came in during the last snowstorm and the streets, and sidewalks were all taken care of. She received a few phone calls commending the maintenance department for doing an exceptional job.

The Executive Director gave the financial report to the board.

The Executive Director presented the five-year plan (2024-2028) to the board and informed them the public notice had been posted and the RAD board would meet on January 24, 2024, to review the plan. The plan resolution would be back to the board at the next meeting to be voted on.

The Executive Director reported that the kitchen renovation in the community room has started. Most of the work would be done by the Maintenance staff.

The Vice Chairman introduced Resolution 2024-1. Resolution to revise the travel policy to reflect 2024 IRS Mileage Rates.

Commissioner D'Alessio made a motion to accept the resolution and was Seconded by Commissioner Correia and upon roll call those answering Aye and Nay were as follows:

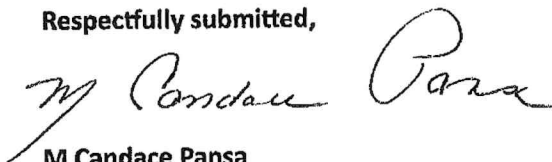
AYE	NAY
Helen Barboza Vice Chairman	None
Edward J. Correia	
Pasquale D'Alessio	

Thereupon, the Vice Chairman declared the motion carried.

The Director reported that the next Board meeting would be on Thursday February 15, 2024, at 10:00AM in the conference room in the main building.

There being no further business to come before the Board, a motion was made and seconded and the meeting was adjourned at 11:15 AM

Respectfully submitted,



M Candace Pansa
Executive Director



TOWN OF RICHMOND, RHODE ISLAND
RICHMOND TOWN COUNCIL
RESOLUTION # 2024-2
In Opposition of
Option A
Chariho Regional School District
New School Initiative & Stage II Application

2024 FEB -9 PM 1:58

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

WHEREAS, the Richmond Town Council met on February 6, 2024, to discuss the Chariho New School Initiative and Stage II RIDE Application.

NOW, THEREFORE, BE IT RESOLVED The Richmond Town Council opposes the 3 New Elementary School Initiative; known as "Option A", as proposed by the Chariho Regional School District Administration and School Committee.

BE IT FURTHER RESOLVED that the following motion was made on February 6, 2024:

A motion was made by President Trimmer, seconded by Councilor Colasante regarding a Resolution in Opposition of Option A of the Chariho Regional School District New School Initiative & Stage II Application, as proposed. Vote: President Trimmer, Aye; Vice President Nassaney, Nay; Councilor Sheehan, Aye; Councilor Colasante, Aye; Councilor Wilcox, Nay.

GIVEN UNDER THE SEAL OF THE TOWN COUNCIL OF THE TOWN OF RICHMOND THIS
8th Day of February 2024.



MARK H. TRIMMER,
Richmond Town Council President

ATTEST:

ERIN F. LIESE, C.M.C.
Richmond Town Clerk

TOWN OF BURRILLVILLE

Office of Town Clerk
Email: townclerk@burrillville.org



Phone: 401-568-4300, ext. 133
Fax: 401-568-0490
RI Relay 1-800-745-5555 (TTY)

TOWN BUILDING
HARRISVILLE, R.I.

Burrillville Town Council Resolution Supporting House Bill 2024 – H 7462 Relating to Amendments to the Energy Facility Siting Act

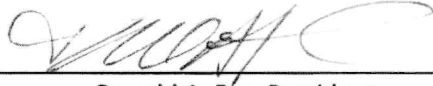
2024 FEB 21 AM 7:54


TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

- Whereas, the Energy Facility Siting Act was enacted in 1986; and
- Whereas, after over 35 years of change to climate and environmental policy, the Energy Facility Siting Act requires global review and revision; and
- Whereas, the legislative findings of the Act, that "... the evaluation of proposals must recognize and consider the need for these facilities in relation to the overall impact of the facilities upon public health and safety, the environment and the economy of the state" are more true today than ever, having significant impact on all Rhode Islanders; and
- Whereas, legislation has been introduced to propose amendments to the Energy Facility Siting Act; and
- Whereas, these proposed amendments would recognize that a host community for a proposed or existing major generating facility is uniquely affected by the facility siting process; increase the membership of the siting board from three to five members; mandate inclusion and participation of the host community of the facility as well as the public in the affected cities and towns; and spell out requirements for hearing officers and public member of the board; and
- Whereas, the host community for proposed energy facilities is significantly impacted by the law and related process; and
- Whereas, the proposed amendments to the Energy Facility Siting Act will provide greater protection and support for the needs of host and abutting communities; and
- Whereas, the proposed amendments would streamline the siting procedure and safeguards the need for reliable and affordable sources of energy while simultaneously protecting the state's environmental resources, and the health and safety of the citizens of Rhode Island.

NOW THEREFORE BE IT RESOLVED that we, the Town Council of the Town of Burrillville, hereby instruct that the town clerk is to submit a copy of this resolution to various City and Town Councils of the State of Rhode Island and the League of Cities and Towns seeking their support of House Bill 2024 – H 7462 and any Senate companion bill.

Adopted this 14th day of February 2024.


Donald A. Fox, President
Burrillville Town Council

ATTEST: 
Vicki Martin, Town Clerk



105 Harrisville Main Street, Harrisville, RI 02830

2024 -- H 7462

LC004115

STATE OF RHODE ISLAND

IN GENERAL ASSEMBLY

JANUARY SESSION, A.D. 2024

A N A C T

RELATING TO STATE AFFAIRS AND GOVERNMENT -- ENERGY FACILITY SITING ACT

Introduced By: Representatives Place, and Newberry

Date Introduced: February 02, 2024

Referred To: House Municipal Government & Housing

It is enacted by the General Assembly as follows:

SECTION 1. Sections 42-98-1, 42-98-2, 42-98-3, 42-98-5, 42-98-7, 42-98-8, 42-98-9, 42-98-9.1, 42-98-10, 42-98-11 and 42-98-16 of the General Laws in Chapter 42-98 entitled "Energy Facility Siting Act" are hereby amended to read as follows:

42-98-1. Legislative findings.

(a) The general assembly recognizes that reasonably priced, reliable sources of energy are vital to the well-being and prosperity of the people of this state; that there are major issues of public health and safety and impact upon the environment related to the technologies and energy sources used in some facilities; that some energy facilities require a major commitment of funds and resources and require many years to build that the decision to permit or deny their construction will have long term impact on the economy of the state; that these decisions will affect the availability and cost of the energy; and that the evaluation of proposals must recognize and consider the need for these facilities in relation to the overall impact of the facilities upon public health and safety, the environment and the economy of the state;

(b) The general assembly further finds that the authority to regulate many aspects of the issues involved in the siting of major energy facilities currently exists in a variety of agencies within the government of the state and the political subdivisions of the state; that there is overlapping jurisdiction among several state agencies in the siting of energy facilities; and that there is the potential for conflicting decisions being issued by the various agencies having authority over the

1 different aspects of the siting of a major energy facility;

2 (c) The jurisdiction of each state agency should be defined, and the role of each agency in
3 energy siting should be delineated, to eliminate overlap and duplication and to insure that
4 expeditious decisions are made within a time frame to be determined by law; and that in addition
5 to the existing regulation, statewide and regional planning for energy resources and the assessment
6 of our state's need for energy should be on-going activities within Rhode Island;

7 (d) There is need for a coordinated decision on any major energy facility; the technical
8 expertise for this evaluation is available within existing agencies involved with the siting process;
9 and

10 (e) There is a need for coordinating and expediting the review of each state agency and that
11 the authority and responsibility to perform that function should be established.

12 (f) The general assembly recognizes that a host community for a proposed or existing major
13 generating facility is uniquely affected by the energy facility siting process.

14 **42-98-2. Declaration of policy.**

15 It shall be the policy of this state to assure that:

16 (1) The facilities required to meet the energy needs of this and succeeding generations of
17 Rhode Islanders are planned for, considered, and built in a timely and orderly fashion;

18 (2) Construction, operation, and/or alteration of major energy facilities shall only be
19 undertaken when those actions are justified by long term state and/or regional energy need
20 forecasts;

21 (3) The energy shall be produced at the least possible cost to the consumer consistent with
22 the objective of ensuring that the construction, operation, and decommissioning of the facility shall
23 produce the fewest possible adverse effects on the quality of the state's environment; most
24 particularly, its land and its wildlife and resources, the health and safety of its citizens, the purity
25 of its air and water, its aquatic and marine life, and its esthetic and recreational value to the public;

26 (4) The licensure and regulatory authority of the state be consolidated in a single body,
27 which will render the final licensing decision concerning the siting, construction, operation and/or
28 alteration of major energy facilities;

29 (5) An energy facility planning process shall be created through which the statewide
30 planning program, in conjunction with the division of public utilities and carriers, will be
31 empowered to undertake evaluations and projections of long and short term energy needs, and any
32 other matters that are necessary to establish the state energy plans, goals, and policies. The state
33 planning council shall be authorized and empowered to adopt a long term plan assessing the state's
34 future energy needs and the best strategy for meeting them, as part of the state guide plan by January

1 1, 1991.

2 (6) The construction, operation and/or alteration of major energy facilities shall be
3 consistent with the state's established energy plans, goals, and policy.

4 (7) Before approving the construction, operation and/or alteration of major energy
5 facilities, the board shall determine whether cost effective efficiency and conservation
6 opportunities provide an appropriate alternative to the proposed facility.

7 (8) The energy facilities siting board shall give priority to energy generation projects based
8 on the degree to which such projects meet, criteria including, but not limited to:

9 (i) Using renewable fuels; ~~or natural gas; or coal processed by "clean coal technology"~~ as
10 their primary fuel;

11 (ii) Maximizing efficiency;

12 (iii) Using low levels of high quality water;

13 (iv) Using existing energy-generation facilities and sites;

14 (v) Producing low levels of potentially harmful air emissions;

15 (vi) Producing low levels of wastewater discharge;

16 (vii) Producing low levels of waste into the solid waste stream; and

17 (viii) Having dual fuel capacity.

18 The board shall, within its rules and regulations, provide guidelines and definitions of
19 appropriate standards for the criteria designated in this subsection by January 1, 1991.

20 **42-98-3. Definitions.**

21 **As used in this chapter:**

22 **(1) "Advisory agencies" means the agencies, councils, boards, departments, and officials**
23 **of state or political subdivisions of the state which, absent this chapter, would have statutory**
24 **authority to grant or deny a permit, license, variance, or assent, and which shall function at the**
25 **direction of the board for hearing an issue and rendering an advisory opinion thereon, including,**
26 **but not limited to, the public utilities commission, department of transportation, department of**
27 **environmental management, historical preservation and heritage commission, division of planning,**
28 **department of health, office of energy resources, municipal zoning board, municipal planning**
29 **board, municipal building inspector, and municipal tax assessor.**

30 ~~(a)~~**(2)** "Agency" means any agency, council, board, or commission of the state or political
31 subdivision of the state.

32 ~~(b)~~**(3)** "Alteration" means a significant modification to a major energy facility, which, as
33 determined by the board, will result in a significant impact on the environment, or the public health,
34 safety, and welfare. Conversion ~~from one type of fuel to another~~ **to biofuel** shall not be considered

1 to be an "alteration."

2 (e)(4) "Board" for purposes of this chapter refers to the siting board.

3 (5) "Host community" means any municipality in the State in which all or the majority of
4 a major energy facility is or shall be located. For the purpose of defining "located", linear aspects
5 of a major energy facility that transit through multiple municipalities, to include electric
6 transmission lines as used in this section and pipelines as used in this section shall not be considered
7 in determining where "the majority" of a major energy facility is or shall be located.

8 (6) For purpose of this chapter, there shall be two (2) types of "major energy facilities":

9 (i) "Major generating facility" means facilities for the generation of electricity designed or
10 capable of operating at a gross capacity of forty megawatts (40 mw) or more.

11 (d)(ii) "Major energy non-generating facility" means:

12 (A) Facilities facilities for the extraction, production, conversion, and processing of coal;
13 facilities for the generation of electricity designed or capable of operating at a gross capacity of
14 forty (40) megawatts or more;

15 (B) Electric transmission lines of sixty-nine (69) Kv or over;

16 (C) Facilities facilities for the conversion, gasification, treatment, transfer, or storage of
17 liquefied natural and liquefied petroleum gases, except natural gas pipelines that have a maximum
18 allowable operating pressure (MOAP) of two hundred pounds per square inch gauge (200 psig) or
19 less;

20 (D) Facilities facilities for the processing, enrichment, storage, or disposal of nuclear fuels
21 or nuclear byproducts;

22 (E) Facilities facilities for the refining of oil, gas, or other petroleum products; facilities of
23 ten (10) megawatts or greater capacity for the generation of electricity by water power; and

24 (F) Facilities facilities associated with the transfer of oil, gas, gasoline, and coal via
25 pipeline; any energy facility project of the Rhode Island economic development corporation; the
26 board may promulgate regulations to further define "major energy facility" to the extent further
27 definition is required to carry out the purpose of this chapter, provided that any waste-to-energy
28 facility shall not be deemed a major energy facility for the purposes of this chapter.

29 (e) "Clean coal technology" means one of the technologies developed in the clean coal
30 technology program of the United States Department of Energy, and shown to produce emissions
31 levels substantially equal to those of natural gas fired power plants.

32 **42-98-5. Board established.**

33 (a) There is established the siting board which shall be a part of state government.

34 (1) The siting board shall consist of ~~three (3)~~ five (5) members, as follows: the chairperson

1 of the public utilities commission, or designee, who shall serve as chairperson of the siting board;
 2 the director of the department of environmental management, or designee; and the associate
 3 director of administration for planning, or designee; the secretary of commerce, or designee; and a
 4 public member appointed in accordance with § 42-98-5.1. Any member of the board who refuses
 5 him or herself shall designate his or her own successor from his or her respective agency.

6 (2) Any member of the board, other than a public member, may select their own designee
 7 from their respective agency who shall serve until a final determination is made in the proceeding
 8 for which they were designated.

9 (b) Each member of the board, including designees, shall take an oath to administer the
 10 duties of office faithfully and impartially and that oath shall be filed in the office of the secretary
 11 of state.

12 (c) The members of the board shall serve without compensation, but shall be reimbursed
 13 for their actual expenses necessarily incurred in the performance of their duties. The board may
 14 engage any consultants or expert witnesses that it deems necessary to implement its statutory
 15 responsibilities; provided, however, that to the maximum extent possible, board staff be drawn
 16 from existing state agencies. The board shall select a coordinator to be responsible for the
 17 publication and distribution of all official minutes, reports, and documents and to further serve as
 18 director of the board staff, which shall be located at the division of public utilities and common
 19 carriers. The coordinator, under the direction of the chairperson, shall coordinate and expedite the
 20 work of the various agencies to ensure that decisions are made within the time frame established
 21 by this chapter. The board may appoint hearing officers to conduct hearings in accordance with §
 22 42-98-5.2. Any individual designated as board staff shall be bound to comply with the ex parte
 23 provisions of § 42-35-13.

24 (d) A quorum shall consist of a majority of the board. A majority vote of the board shall be
 25 required for all actions, including licensing decisions; provided, however, one member of the board
 26 may conduct any hearings the board is authorized to conduct pursuant to this chapter.

27 (e) The board shall maintain and grant free access to records and reports in its files to
 28 members of the public during normal working hours and shall permit copies of those records and
 29 reports to be made by interested members of the public at their expense; provided, however, that
 30 the board shall not permit disclosure, other than to another government agency for the sole purpose
 31 of rendering an advisory opinion, of any information obtained by or submitted to the board pursuant
 32 to the provisions of this chapter, upon a showing, satisfactory to the board, that the information is
 33 entitled to protection as trade secrets or as privileged, confidential, or proprietary information. No
 34 other governmental agency shall disclose any trade secrets or privileged, confidential, or

1 proprietary information.

2 **42-98-7. Powers and duties.**

3 (a)(1) The siting board is the licensing and permitting authority for all licenses, permits,
4 assents, or variances which, under any statute of the state or ordinance of any political subdivision
5 of the state, would be required for siting, construction or alteration of a major energy facility in the
6 state.

7 (2) Any agency, board, council, or commission of the state or political subdivision of the
8 state which, absent this chapter, would be required to issue a permit, license, assent, or variance in
9 order for the siting, construction, or alteration of a major energy facility to proceed, shall sit and
10 function at the direction of the siting board. These agencies shall follow the procedures established
11 by statute, ordinance, and/or regulation provided for determining the permit, license, assent, or
12 variance, but, instead of issuing the permit, license, assent, or variance, shall forward its findings
13 from the proceeding, together with the record supporting the findings and a recommendation for
14 final action, to the siting board.

15 (3) Notwithstanding any provision in this chapter to the contrary, in those instances in
16 which the department of environmental management exercises a permitting or licensing function
17 under the delegated authority of federal law, including, but not limited to, the Federal Clean Water
18 Act (33 U.S.C. § 1251 et seq.), the Resource Conservation and Recovery Act (42 U.S.C. § 6901 et
19 seq.), the Clean Air Act (42 U.S.C. § 7401 et seq.), and those state laws and regulations which
20 implement those federal laws, the department of environmental management shall be the licensing
21 and permitting authority. Moreover, the authority to issue licenses and permits delegated to the
22 department of environmental management pursuant to chapter 1 of title 2 and to the coastal
23 resources management council pursuant to chapter 23 of title 46, shall remain with those agencies,
24 but in all other respects the department of environmental management and the coastal resources
25 management council shall follow the procedures set forth in this chapter.

26 (b) The siting board is authorized and empowered to summon and examine witnesses and
27 to compel the production and examination of papers, books, accounts, documents, records,
28 certificates, and other legal evidence that may be necessary for the determination of its jurisdiction
29 and decision of any question before, or the discharge of any duty required by law of, the board.

30 (c) The siting board is empowered to issue any orders, rules, or regulations as may be
31 required to effectuate the purposes of this chapter. The board shall review its rules and regulations
32 from time to time and shall modify, amend, or repeal any rules or regulations as may be required
33 to effectuate the purposes of this chapter.

34 (d) The siting board shall, by regulation, determine the standards for intervention. Each

1 host community shall be granted intervenor status as of right.

2 (e) The siting board's proceedings shall in all respects comply with the requirements of the
3 Administrative Procedures Act, chapter 35 of this title, except where otherwise explicitly provided.

4 **42-98-8. Applications — Contents — Acceptance for filing.**

5 (a) The rules and regulations promulgated by the board pursuant to § 42-98-7(c) shall
6 prescribe the form and contents of applications under this chapter. The applications shall contain
7 at least the following, where applicable:

8 (1) Identification of the proposed owner(s) of the facility, including identification of all
9 affiliates of the proposed owners, as the term is defined in § 39-3-27.

10 (2) Detailed description of the proposed facility, including its function and operating
11 characteristics, and complete plans as to all structures, including underground construction and
12 transmission facilities, underground or aerial, associated with the proposed facility.

13 The complete plans shall be the basis for determining jurisdiction under the energy facility
14 siting act and shall be the plans submitted to all reviewing agencies whose permit is required under
15 the law.

16 (3) A detailed description and analysis of the impact of the proposed facility on its physical
17 and social environment together with a detailed description of all environmental characteristics of
18 the proposed site, including, but not limited to, the types of fuels and waste products used, stored,
19 and produced by the facility, and a summary of all studies prepared and relied upon in connection
20 therewith.

21 Where applicable these descriptions and analysis shall include a review of current
22 independent, scientific research pertaining to electric and magnetic fields (EMF). The review shall
23 provide data assessing potential health risks associated with EMF exposure. For the purposes of
24 this chapter "prudent avoidance" shall refer to measures to be implemented in order to protect the
25 public from EMF exposure.

26 (4) All studies and forecasts, complete with the information, data, methodology, and
27 assumptions on which they are based, on which the applicant intends to rely in showing the need
28 for the proposed facility under the statewide master construction plan submitted annually.

29 (5) Complete detail as to the estimated construction cost of the proposed facility, the
30 projected maintenance and operation costs, estimated costs to the community such as safety and
31 public health issues, storm damage and power outages, estimated costs to businesses and
32 homeowners due to power outages, the estimated unit cost of energy to be produced by the proposed
33 facility, and expected methods of financing the facility.

34 (6) A complete life-cycle management plan for the proposed facility, including measures

1 for protecting the public health and safety and the environment during the facility's normal and off-
 2 normal operations, including, but not limited to, plans for the handling and disposal of wastes from
 3 the facility, and plans for the decommissioning of the facility at the end of its useful life.

4 (7) A study of alternatives to the proposed facility, including alternatives as to energy
 5 sources, methods of energy production, and sites for the facility, together with reasons for the
 6 applicant's rejection of these alternatives. The study shall include estimates of facility cost and unit
 7 energy costs of alternatives considered.

8 (8) A detailed description of the short-term and long-term economic impacts associated
 9 with constructing and operating the proposed project.

10 (b) Each application shall be reviewed prior to docketing. The board shall conduct a
 11 preliminary review to determine whether the application contains each item as required by
 12 subsection (a) of this section. Within thirty (30) days of the filing of an ~~applican~~ application under
 13 this chapter, the board shall notify the applicant whether the application is in the form and addresses
 14 the matters that are required by this section and the rules and regulations as are promulgated
 15 pursuant to § 42-98-7. An application meeting these requirements shall then be docketed. Any
 16 application deemed to be deficient shall be returned to the applicant, together with a concise and
 17 explicit statement of the application's deficiencies. Within fifteen (15) days of the resubmission of
 18 an application following a rejection for deficiency, the board shall either docket the application
 19 together with specification of continuing deficiencies noted by the board, if any, or shall issue a
 20 decision rejecting the application due to continuing deficiencies.

21 **42-98-9. Applications — Procedures for review — Preliminary hearing.**

22 (a) Within sixty (60) days following the board's docketing of an application the board shall,
 23 on not less than forty-five (45) days' notice to all agencies, subdivisions of the state, and the public,
 24 convene a preliminary hearing on the application to determine the issues to be considered by the
 25 board in evaluating the application, and to designate those agencies of state government and of
 26 political subdivisions of the state which shall act at the direction of the board for the purpose of
 27 rendering advisory opinions on these issues, and to determine petitions for intervention.

28 (b) The board shall consider as issues in every proceeding the ability of the proposed
 29 facility to meet the requirements of the laws, rules, regulations, and ordinances under which, absent
 30 this chapter, the applicant would be required to obtain a permit, license, variance, or assent. The
 31 agency of state government or of a political subdivision of the state which, absent this chapter,
 32 would have statutory authority to grant or deny the permit, license, variance, or assent, shall
 33 function at the direction of the board for hearing the issue and rendering an advisory opinion
 34 thereon.

1 (c) The board shall may limit the scope of any agency's investigation where it finds that
 2 more than one agency has jurisdiction over a matter at issue in the licensing process. In these
 3 instances, the board shall may determine which agency shall make the necessary findings on the
 4 issue after giving proper consideration to the expertise and resources available to each of the
 5 agencies involved.

6 (d) The public utilities commission shall conduct an investigation in which the division of
 7 planning of the department of administration, the ~~governor's office of energy assistance~~ resources
 8 and the division of public utilities and carriers shall participate and render an advisory opinion as
 9 to the need for the proposed facility.

10 (e) The statewide planning program within the department of administration shall conduct
 11 an investigation and render an advisory opinion as to the socio-economic impact of the proposed
 12 facility and its construction and consistency with the state guide plan.

13 (f) A decision of the board under this section shall be issued within thirty (30) days
 14 following the conclusion of the preliminary hearing and in any event within forty-five (45) days of
 15 the commencement of the hearing.

16 **42-98-9.1. Public notice and hearings on construction projects in cities and towns**
 17 **affected.**

18 (a) Upon receiving a utility company application the board shall immediately notify, in
 19 writing, the councils of the towns and cities affected by the construction.

20 (b)(1) ~~The~~ When the subject of the application is a major non-generating facility, the board
 21 shall have at least one public hearing in ~~each town or city affected~~ the host community prior to
 22 holding its own hearings and prior to taking final action on the application. All details of acceptance
 23 for filing in § 42-98-8(a)(1) ~~—(a)(6)~~ shall be presented at town or city hearings for public comment.
 24 When the subject of the application is a facility for the generation of electricity, or are new facilities
 25 for the transmission of electricity, the town or city where the proposed facility would be located
 26 may request funding from the applicant to perform studies of the local environmental effects of the
 27 proposed facility. The expense of those studies shall not exceed the lesser of one hundred thousand
 28 dollars (\$100,000) or one-tenth percent (.1%) of the estimated capital cost of the proposed facility
 29 ~~located in such city or town.~~ If the applicant contests the relevance of the requested study, or
 30 believes it to be redundant with studies already performed, the applicant may request a ruling from
 31 the board whether the study is necessary and reasonably expected to produce relevant information.
 32 The board's ruling shall be conclusive and final, and shall not be the basis for an interlocutory
 33 appeal, injunction or otherwise delay the board's processing of the application.

34 (2) When the subject of the application is a major generating facility, the board shall have

1 at least three (3) public hearings in the host community prior to holding its own hearings and prior
 2 to taking final action on the application. All details of acceptance for filing in § 42-98-8(a) shall be
 3 presented at public hearings for public comment. The host community where the proposed
 4 generating facility would be located may request funding from the applicant to perform studies of
 5 the local environmental effects of the proposed facility. The expense of those studies shall not
 6 exceed the greater of one hundred fifty thousand dollars (\$150,000) or one-tenth percent (0.1%) of
 7 the estimated capital cost of the proposed facility, whichever is greater. The applicant shall also
 8 pay any and all fees and expenses reasonably incurred by the host community to fully participate
 9 in the facility siting process and local review, including, but not limited to, fees and expenses for
 10 legal counsel, expert evaluations, transcripts, and other costs associated with the energy facility
 11 siting process. If the applicant contests any fee or expense as unrelated or unreasonable, the
 12 applicant may request a ruling from the board whether the fee or expense is related and reasonable.
 13 The board's ruling shall be conclusive and final and shall not be the basis for an interlocutory appeal,
 14 injunction, or otherwise delay the board's processing of the application.

15 (c) The applicant shall notify the citizens in towns and cities affected thirty (30) days prior
 16 to public meetings through local papers.

17 (d) The applicant shall notify ~~abutting land~~ the following property owners individually, in
 18 writing, thirty (30) days prior to the hearings, by certified mail, postage prepaid:-

19 (1) For applications related to major non-generating facilities, applicants shall notify all
 20 property owners whose property is located within three hundred feet (300') from the limit of
 21 disturbance of the proposed project or the centerline of a proposed linear project; provided, no
 22 additional notice is required for sixty (60) and ninety (90) day notices of intent.

23 (2) For applications related to major generating facilities, applicants shall notify all
 24 property owners whose property is located within two (2) miles from the proposed site boundaries.

25 (e) Public input shall be a part of the decision making process.

26 **42-98-10. Agency procedures — Advisory opinion.**

27 (a) Each agency of the state or political subdivision of the state designated under § 42-98-
 28 9 shall proceed to consider the issue or issues consigned to it for review. Each advisory agency
 29 shall conclude its consideration and issue its advisory opinion not more than six (6) months
 30 following its designation under § 42-98-9 and receipt of all application materials, or any lesser time
 31 that the board may require, or the right to exercise the function shall be forfeited to the board. The
 32 board may suspend an application proceeding where an applicant fails to provide requested relevant
 33 information or materials to an advisory agency in a timely manner.

34 (b) Advisory opinions issued by agencies designated under § 42-98-9 shall not be

1 considered as final decisions of the agencies making the opinions, and shall not be subject to
2 judicial review under § 42-35-15, or any other provision of the general laws.

3 (c) Advisory opinions issued by zoning boards of review, building inspectors, or any other
4 agency of a municipality designated under § 42-98-9 shall not be reviewable by the public utilities
5 commission under § 39-1-30.

6 (d) Failure or refusal of the applicant to provide requested information may be considered
7 as grounds for recommending denial.

8 (e) At the request of the siting board, the director of environmental management and the
9 coastal resources management council shall give priority to the review of permits for energy
10 facilities.

11 **42-98-11. Final hearing — Standards — Decisions.**

12 (a) Within forty-five (45) days after the final date for submission of advisory opinions
13 pursuant to § 42-98-10, the board shall convene the final hearing on the application. The purpose
14 of ~~this~~ the final hearing shall not be to rehear the evidence which was presented previously in
15 hearings before agencies designated under § 42-98-9, but rather to provide the applicant,
16 intervenors, the public, and all other parties in the proceeding, the opportunity to address in a single
17 forum, and from a consolidated, statewide prospective, the issues reviewed, and the
18 recommendations made in the proceedings before the agencies designated under § 42-98-9. The
19 board at this hearing may, at its discretion, allow the presentation of new evidence by any party as
20 to the issues considered by the agencies designated under § 42-98-9. The board may limit the
21 presentation of repetitive or cumulative evidence. The final hearing shall proceed on not less than
22 thirty (30) days' notice to the parties and the public, shall be concluded not more than sixty (60)
23 days following its initiation, and shall be conducted expeditiously.

24 (b) The board shall issue a decision granting a license only upon finding that the applicant
25 has shown that:

26 (1) Construction of the proposed facility is necessary to meet the needs of the state and/or
27 region for energy of the type to be produced by the proposed facility.

28 (2) The proposed facility is cost-justified, and can be expected to produce energy at the
29 lowest reasonable cost to the consumer consistent with the objective of ensuring that the
30 construction and operation of the proposed facility will be accomplished in compliance with all of
31 the requirements of the laws, rules, regulations, and ordinances, under which, absent this chapter,
32 a permit, license, variance, or assent would be required, or that consideration of the public health,
33 safety, welfare, security and need for the proposed facility justifies a waiver of some part of the
34 requirements when compliance cannot be assured.

1 (3) The proposed facility will not cause unacceptable harm to the environment and will
2 enhance the socio-economic fabric of the state.

3 (c) For multiple applications related to a single project, the board shall consider the
4 cumulative impacts of the related applications.

5 ~~(e)~~(d) Within sixty (60) days of the conclusion of the final hearing the board shall issue its
6 final decision on the application. A decision in favor of the application shall constitute a granting
7 of all permits, licenses, variances, or assents, which under any law, rule, regulation, or ordinance
8 of the state or of a political subdivision thereof which would, absent this chapter, be required for
9 the proposed facility. The decision may be issued requiring any modification or alteration of the
10 proposed facility, and may be issued on any condition the board deems warranted by the record,
11 and may be issued conditional upon the applicant's receipt of permits required by federal law. The
12 board's decision shall explicitly address each of the advisory opinions received from agencies, and
13 the board's reasons for accepting, rejecting, or modifying, in whole or in part, any of those advisory
14 opinions. The board shall, within ten (10) days of granting a license, with or without conditions,
15 deliver the decision to the governor, the speaker of the Rhode Island house of representatives, and
16 the president of the Rhode Island senate.

17 **42-98-16. Violations.**

18 (a) Failure to comply with any promulgated board rule, regulation, requirement or
19 procedure for the licensing of energy facilities shall constitute grounds for suspension or dismissal,
20 with or without prejudice in its discretion, of licensing proceedings, provided that the applicant
21 shall have a reasonable opportunity to show cause for and remedy the lack of compliance.

22 (b) Failure to comply with any provision, condition or limitation contained in a board
23 license to site, build, or alter a major energy facility and/or failure to comply with a board cease
24 and desist order and/or a board order to remedy a non-complying action shall be grounds for
25 suspension or revocation of the license, and/or shall be punishable by a fine of not more than twenty
26 thousand dollars (\$20,000). Each day of continuing noncompliance shall be considered a separate
27 violation and so punished.

28 (c) The board may require the licensee to maintain those records as are reasonable and
29 necessary to monitor compliance with license provisions, and shall have the authority to enter onto
30 the property of licensees to investigate complaints of noncompliance and to perform routine
31 inspections.

32 (d) The board may designate officials or staff of any state agencies as its agents for the
33 purposes of investigating complaints, performing routine maintenance functions and issuing
34 written cease and desist orders.

1 (e) Nothing in this chapter shall preclude a host community from enforcing municipal
 2 ordinances, levying fines, or pursuing any other legally available enforcement remedies, unless
 3 such ordinances are in direct conflict with a certificate or license issued by the board.

4 SECTION 2. Chapter 42-98 of the General Laws entitled "Energy Facility Siting Act" is
 5 hereby amended by adding thereto the following sections:

6 **42-98-5.1. Public members.**

7 (a) A public member shall be appointed to the board by the governor with the advice and
 8 consent of the senate for a term of two (2) years.

9 (b) A public member shall be a member of the general public.

10 (c) A public member shall not hold another state or local office and shall not receive nor
 11 have received within the previous five (5) years any income directly or indirectly from an electric,
 12 gas, or oil company or from an energy facility developer.

13 (d) If a public member recuses or withdraws from a proceeding for any reason, a substitute
 14 member shall be appointed in accordance with this section.

15 **42-98-5.2. Hearing officers.**

16 (a) The board may appoint a hearing officer to conduct hearings related to a major non-
 17 generating facility. Hearing officers shall not be appointed to conduct hearings related to a major
 18 generating facility.

19 (b) A hearing officer shall be an attorney licensed to practice law in this state with
 20 experience in regulatory matters dealing with energy production and/or transmission.

21 (c) A hearing officer shall be reasonably compensated by the board for their services to the
 22 board, either through contract or, if the hearing officer is a state employee, through a transfer to the
 23 state agency or department by whom the attorney is normally employed.

24 (d) Following the completion of the hearing, the hearing officer shall file their findings and
 25 recommended decision in writing with the board. Upon review of the findings and
 26 recommendations, the board may accept, reject, or modify, in whole or in part, the hearing officer's
 27 findings and recommended decision. Subsequent to the board's review and formal decision, the
 28 provider may submit a written brief to the board if the energy provider has a negative impact due
 29 to the hearing officer's findings. The hearing officer's findings and recommended decision shall
 30 become effective and shall have the same force and effect as a decision of the board. If the board
 31 rejects or modifies the hearing officer's findings or recommended decision, then the board shall
 32 decide the matter independently and issue an order of the board with its findings and decision.

33 (e) No hearing officer shall be assigned to a hearing relating to a project or proposed project
 34 by an applicant from whom they have directly or indirectly received compensation in the last five

1 (5) years.

2 (f) The board shall establish within two (2) months of the effective date of this section and
3 maintain, at least on a biennial basis, a list of qualified hearing officers, the number of which the
4 board shall set and select as needed.

5 (g) The list shall be composed with an equal number of officers with primary professional
6 experience as advocates for government and an equal number of officers with primary professional
7 experience as advocates for the private sector.

8 SECTION 3. This act shall take effect upon passage.

LC004115

EXPLANATION
BY THE LEGISLATIVE COUNCIL

OF

A N A C T

RELATING TO STATE AFFAIRS AND GOVERNMENT -- ENERGY FACILITY SITING
ACT

1 This act would recognize that a host community for a proposed or existing major generating
2 facility is uniquely affected by the facility siting process. The act would also increase the
3 membership of the siting board from three (3) to five (5) members and would mandate inclusion
4 and participation of the host community of the facility as well as the public in the affected cities
5 and towns. This act would spell out requirements for hearing officers and public members of the
6 board.

7 This act would take effect upon passage.

=====
LC004115
=====

2024-10

RESOLUTION OF THE TOWN OF MIDDLETOWN
INCREASING THE ALLOWANCE FOR
REIMBURSEMENT FOR NEW LIBRARY CONSTRUCTION

2024 FEB 21 AM 11:05
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

- WHEREAS: The Rhode Island Office of Library and Information Services (OLIS) Public Library Construction Reimbursement Program is governed by regulations under the RI Department of Administration, and
- WHEREAS: OLIS is authorized to award state grant-in-aid to reimburse the construction of a public library facility in a city or town pursuant to RI General Law §29-6-6 and to create regulations pursuant to RI General Law §29-3.1-7(8), and
- WHEREAS: The amount of reimbursement allowed for construction costs in the Regulations 1.6 *Construction Reimbursement Funding and Priorities* E.1 ff. has not been amended since the regulations were first released in 2018, and
- WHEREAS: As written, the allowance for reimbursement of costs for new construction is 50% of expenditures up to the amount of three hundred dollars (\$300) per square foot for new construction and that this amount does not reflect the current costs of new construction, which has appreciated significantly in the last 6 years,

NOW THEREFORE, BE IT

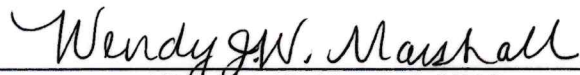
RESOLVED: That the Middletown Town Council respectfully requests that all State Representatives, the Speaker of the House, the Governor and all cities and towns in the State of Rhode Island support an amendment to Rhode Island General Law and to the Regulations governing the Public Library Construction Reimbursement Program to increase the allowance for reimbursement for new library building construction to a rate that reflects the actual costs of new building construction, and

BE IT FURTHER

RESOLVED: That the Town Clerk shall submit a copy of this resolution to the Town of Middletown's State Representatives, the Speaker of the House, the Executive Director of the Rhode Island League of Cities and Towns, all cities and towns in the State of Rhode Island, and the Governor in consideration of their support to increase the allowance for reimbursement for new library construction.

February 20, 2024

READ AND PASSED IN COUNCIL



Wendy J. W. Marshall, MMC
Town Clerk

2024-11

Resolution for the Middletown Town Council
In support of fully funding state aid to libraries to the full Twenty-five (25) percent

2024 FEB 21 AM 9:59
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

- WHEREAS:** For many people, public libraries are their only means of access to computer services and all forms of media essential for fulfilling and productive lives, and
- WHEREAS:** Free public libraries are essential to the general enlightenment of citizens in a democracy and provide for the cultural, educational, informational, and research needs for all citizens, and
- WHEREAS:** The Constitution of the State of Rhode Island in Article XII, Section I, states that it "shall be the duty of the General Assembly to promote public schools and public libraries, and to adopt all means which it deems necessary and proper to secure to the people the advantages and opportunities of education and public library services", and
- WHEREAS:** In recognition of the importance of libraries in our society, the State of Rhode Island passed legislation setting the level of state aid for library services at a minimum of twenty-five (25%) of the amount spent from local tax funds and the library's private endowment, and
- WHEREAS:** Between FY 2009 and FY 2022 the State of Rhode Island did not fund state aid to libraries at the twenty-five (25%) level as required by RI General Laws 29-6-2, and
- WHEREAS:** In FY 2023 and FY 2024, state aid to libraries was funded at the twenty-five (25%) level; and
- WHEREAS:** The Governor's proposed FY 2025 budget funds state aid to libraries at 24.18%, which is \$5,942 less than the Town of Middletown would receive at the required 25% level, and
- WHEREAS:** The Town of Middletown recognizes the importance of fully funding our public libraries and supports funding state aid to libraries at the 25% level in FY 2025.

NOW, THEREFORE, BE IT

RESOLVED: That the Middletown Town Council does hereby support the introduced legislation (2024-H 7335) which would restore funding for State Aid to Libraries to the full 25% level required in RI General Laws Section 29-6-2 (a) and urges the General Assembly to work diligently for its passage.

BE IT FURTHER

RESOLVED: That the Middletown Town Clerk transmit forthwith a copy of this Resolution to the Governor and to the members of Middletown's legislative delegation to the Rhode Island General Assembly.

February 20, 2024

READ AND PASSED IN COUNCIL


Wendy J. W. Marshall, MMC
Town Clerk



TOWN OF BRISTOL, RHODE ISLAND
OFFICE OF TOWN ADMINISTRATOR

STEVEN CONTENTE
Town Administrator

February 6, 2024

Graphic Ink
Daniella Ventura, Office Manager
629 Warren Avenue
East Providence, RI 02914

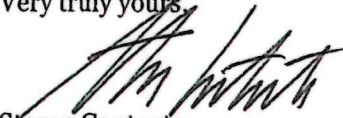
Re: Bid# 1027 – Souvenir Merchandise for the 239th and 240th Fourth of July Celebrations

2024 FEB -6 PM 4: 17
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

Dear Ms. Ventura,

We are pleased to inform you that your company, Graphic Ink, has been awarded Bid# 1027 – Souvenir Merchandise for the 239th and 240th Fourth of July Celebrations, with the cost not to exceed \$78,065.85.

Very truly yours,


Steven Contente,
Town Administrator

Cc: Sara Hassel, Treasurer
The Honorable Town Council
Camille Teixeira, Bristol 4th of July General Chairman



TOWN OF BRISTOL, RHODE ISLAND
OFFICE OF TOWN ADMINISTRATOR

STEVEN CONTENTE
Town Administrator

February 7, 2024

Constructive Disruption, LLC
Judah Hamer, Lead Consultant
3711 NE 8th Ave
Portland, OR 97212

Re: Bid# 1026 – Library Strategic Planning Services

Dear Judah Hamer,

We are pleased to inform you that your company, Constructive Disruption, LLC, has been awarded Bid# 1026 – Library Strategic Planning Services, with the price not to exceed \$22,800.00.

Please contact Eileen Dyer, Rogers Free Library Director, for any and all documents and contracts.

Very truly yours,

Steven Contente,
Town Administrator

Cc: Sara Hassel, Treasurer
The Honorable Town Council
Eileen Dyer, Rogers Free Library Director

2024 FEB - 7 PM 4: 09
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND



TOWN OF BRISTOL, RHODE ISLAND
OFFICE OF TOWN ADMINISTRATOR

STEVEN CONTENTE
Town Administrator

2024 FEB 14 AM 8:20
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

February 9, 2024

Hart Engineering Corporation
James M. Ramos, Vice President
800 Scenic View Drive
Cumberland, RI 02864

Re: Bid# 1028 – Screw Pump Repair – Main Lift Pumping Station

Dear Mr. Ramos,

We are pleased to inform you that your company, Hart Engineering Corporation, has been awarded Bid# 1028 – Screw Pump Repair – Main Lift Pumping Station, with the cost not to exceed as follows:

\$679,000.00 – Completion of Screw Pump Repair
\$20,000.00 – Renewal/Repair of Existing Gear Box
\$50,000.00 Bypass Pump Fuel
Total Bid Amount \$749,000.00

Very truly yours,


Steven Contente
Town Administrator

Cc: Sara Hassel, Treasurer
The Honorable Town Council
Jose DaSilva, WPC Superintendent



TOWN OF BRISTOL, RHODE ISLAND
OFFICE OF TOWN ADMINISTRATOR

STEVEN CONTENTE
Town Administrator

2024 FEB 14 AM 8:23
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

February 9, 2024

Re: Bid# 1033 – Town Beach Stage Project

Dear Clerk Cordeiro,

Due to budgetary limits, all submitted bids have been rejected. The project has been suspended pending the request for additional funding for the Town of Bristol.

Thank you,

Steven Contente
Town Administrator

CC: Sara Hassell, Treasurer
The Honorable Town Council
Warren Rensehausen, CPRP, Director of Parks and Recreation



TOWN OF BRISTOL, RHODE ISLAND
OFFICE OF TOWN ADMINISTRATOR

STEVEN CONTENTE
Town Administrator

2024 FEB 14 AM 8:34
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

February 12, 2024

Westway Construction Inc.
Robert West, Owner
2 Old Orchard Farm Road
Bristol, RI 02809

Re: Bid# 1034 – Elevator and Installation Package for Town-Owned Building

Dear Mr. West,

We are pleased to inform you that your company, Westway Construction Inc., has been awarded Bid# 1034 – Elevator and Installation Package for Town-Owned Building, with the cost not to exceed the negotiated and mutually agreed upon sum of \$194,040.00.

Very truly yours,

Steven Contente
Town Administrator

Cc: Sara Hassel, Treasurer
The Honorable Town Council
Diane Williamson, Director of Community Development
Christine Shea, Brewster Thornton Project Manager



TOWN CLERK'S OFFICE

Melissa Cordeiro, Town Clerk

10 Court Street
Bristol, Rhode Island 02809-2208
Tel. 401-253-7000
Fax 401-253-2647
Email: mcordeiro@bristolri.gov
www.bristolri.gov

M E M O R A N D U M

TO: Town Administrator Contente
FROM: Melissa Cordeiro, Town Clerk
RE: Annual Review of MFE Permits
Date: February 14, 2024
XC: Licensing

Per the requirements of the Town Ordinance Sec 19-131- annual review of Mobile Food Establishment (MFE) permits, attached you will find a copy of the 2023-2024 MFE permits issued for the Town of Bristol.

The municipal mobile food establishment permits for 2023-2024 are set to expire in concurrence with the state mobile food establishment registrations on March 31, 2024.

Please let me know if you have any questions.

2024 FEB 14 PM 2:58

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

MOBILE FOOD ESTABLISHMENT (MFE)					
ITINERANT MOBILE FOOD ESTABLISHMENTS					
RENEWALS 2024-2025					
MFE NAME	CONTACT NAME	ADDRESS	CITY	STATE	ZIP
ABCD Brother's Kitchen	Carlos Flores	347 Dyer Ave	Cranston	RI	02920
Blount Clam Shack Food Truck	Max Klitzner	406 Water Street	Warren	RI	02885
Boru Noodles LLC	Casey Shea	36 Broadway	Newport	RI	02840
Café Modesto	Ediz Monzon	231 Laban St., #1	Providence	RI	02909
Espanglish Empanadas	Nathalie Rodriguez	55 Rhode Island St	Cranston	RI	02920
Farm to Sandwich LLC	Marc Glaviano	14 Abbott St.	Cranston	RI	02920
Haven Brothers Mobile	Patrizia Prew	37 Libera St	Cranston	RI	02920
Hawaiian Jim's Shave Ice & Co.	Scott Naso	144 Greystone Terr.	Portsmouth	RI	02871
Hometown Poke	Tiffany Ting	185 Camp St.	Providence	RI	02906
Joe's Snack Shack	Joseph Dourado	209 Central Avenue	Johnston	RI	02919
Kristi's Kraftails	Kristi Dukoff	73 Child Street	Warren	RI	02885
La Pinata Taqueira	Diego Contreras	520 Main St.	Warren	RI	02885
Lemmigetuhhh	Nicholas Dowling	431 Mendon Rd	N Smithfield	RI	02896
Mac's Screaming Corn & Tacos	Sarah McMillan	9 Westwood Road	Bristol	RI	02809
Matilda LLC	Anthony Lugo	PO Box 100633	Cranston	RI	02910
M and M Catering (tent-temp event 4th July)	Manuel Simoes	71 Varnum St.	Bristol	RI	02809
Mike & Lenny's Bar Pizza LLC	Jonathan Sergio	83 E Water St.	Rockland	MA	
Mooseman's Kettle Corn	Derek Ardito	20 Dixon St.	Newport	RI	02840
Moving Dough Pizza Co.	Joseph Cantone	53 Sanctuary Lane	Seekonk	MA	02771
Newport Chowder Company	Catherine Potter	10 Pell Street	Newport	RI	02840
Nanu Burmese Fusion	Ruth Chhuani	19 Leawood Drive	Cranston	RI	02920
Not Another Food Truck LLC	William Lendway	272 Killingly St	Providence	RI	02909
One2taconmore LLC	Abner Albano	339 Farmington Ave	Cranston	RI	02920
Pams Grill on the Go	Pamela Aciz	2 Zoar St	N Providence	RI	02911
Rhode Rage LLC	Rizwan Ahmed	16 Dimond Ave	Bristol	RI	02809
Saugy Frankfurters	Mary Obrien	43 Ralls Dr.	Cranston	RI	02920
Sweet B's Donuts	Brittany Rosenberg Costa	180 Cottontail Dr.	Portsmouth	RI	02871
The Ish LLC	Steven Fuson	37 Oregon Ave	N Providence	RI	02911
The Village Greet	Efrosyni Iosiphidis	21 Marcy Street	Cranston	RI	02905
Twisted T's	Tiffany Manzi	54 Lyman Ave	Johnston	RI	02919
W's Mobile Wood Fired Pizza Oven	Will Fritz	41 Jenkin St Apt 2	Providence	RI	02906
Yapa LLC DBA Yagi Truck	Tarci-Lee Gabrza	39 Rhode Island Ave #3	Newport	RI	02840
ITINERANT MOBILE FOOD ESTABLISHMENTS					
Del's Lemonade (Truck)	Aliya Johnson	65 Child Street	Warren	RI	02885
Del's Lemonade (Cart)	Aliya Johnson	65 Child Street	Warren	RI	02885
Palagi's Ice Cream	Alejandro Arteaga	55 Bacon Street	Pawtucket	RI	02865
Mumsy's Ice Cream Delights LLC	Kevin Palumbo	6 Grove Avenue	N. Providence	RI	02911
Palagi Brothers Ice Cream	Adam Palagi	28 Delta Drive	Pawtucket	RI	02860
Park & Cove Ice Cream Co.	Shaheen Merhej	458 Park Ave	Portsmouth	RI	02871



TOWN HALL
10 COURT ST.
BRISTOL, RI 02809
401.253.7000 x153

BRISTOL HISTORIC DISTRICT COMMISSION

Site Visit Meeting for Proposal 24-08
Friday, February 9 – 9:00 AM
70 Griswold Ave

The Historic District Commission members will convene for project review at:

TIME: 9:00 AM

ADDRESS: 70 Griswold Ave, Bristol RI

Re #24-08: Discuss and/or Act on application regarding structural concerns and exterior changes to accommodate structural concerns

Posted: February 7 2024

By: Oryann Lima, BHDC Chair

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 FEB -7 AM 10:31

Bristol Fourth of July Committee
Special General Committee Meeting
Tuesday, February 20, 2024 6:00 PM
Burnside Building - 400 Hope Street - Bristol, RI 02809

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE
4. BUSINESS TO BE DISCUSSED AND ACTED UPON
 - a. Discuss proposed changes to the Bristol Fourth of July Committee Policy that were approved by the Policy Subcommittee on January 30, 2024.
 - b. Vote to approve one or more proposed changes AS IS or vote to approve one or more proposed changes AS MODIFIED or vote to reject one or more proposed changes.
5. ADJOURNMENT

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 FEB - 8 AM 8:32

Posted at the Bristol Town Hall, the Bristol Post Office, and the Secretary of State Website on Thursday, February 8, 2024.

Bristol Fourth of July Committee
Reception for Military and Town Officials
Wednesday, February 21st, 2024 at 7:00pm
Burnside Building- second Floor
400 Hope Street, Bristol, RI 02809

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE
4. BUSINESS TO BE DISCUSSED AND ACTED UPON

Location

Date for event and Time

Menu- Caterers

Tent and Table Rental

Ship and Naval Base invitations

Kitchen duties and suggestions

Clean up – do we hire YC help

Other business

2024 FEB -8 AM 8:32

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

Posted on Secretary of State, Bristol Town Hall and Bristol Post Office on 2/8/24



TOWN OF BRISTOL RHODE ISLAND
CONSERVATION COMMISSION

Will Hold a Meeting
Monday, February 12, 2024
at 5:30 P.M.

Department of Community Development Office
235 High Street, 1st Floor
Bristol, Rhode Island

AGENDA

- | | |
|--|-----|
| 1. APPROVAL OF MINUTES – January 9, 2024 | ALL |
| 2. OLD BUSINESS | |
| a. Open Space | |
| i. New Open Space Applications for Consideration | ET |
| b. Tree Program | |
| i. DEM Tree Canopy Study Update | ET |
| ii. Forestmetrix as Replacement for OpenTreeMap | TM |
| iii. Tree Pruning/Removal Policy “education”/usage | TM |
| c. Clean Up Day | JM |
| 3. NEW BUSINESS | |
| a. Infrastructure Bank Grant - Trees | ET |
| b. Composting Study – RWU | TM |
| 4. ADMINISTRATIVE/ Announcement | |
| a. “Around the Room” | |
| 5. ADJOURN | |

Next Conservation Commission Meeting – March 5, 2024

Written comments may be submitted to the Conservation Commission via regular mail addressed to: Conservation Commission, Bristol Town Hall, 10 Court Street, Bristol, RI 02809 or via email to etanner@bristolri.gov .



The Commissioners of the Cemeteries

The North and East Burial Grounds Commission

The Town of Bristol, Rhode Island TOWN CLERK'S OFFICE
10 Court Street ~ PO Box 407 BRISTOL, RHODE ISLAND
Bristol, Rhode Island 02809

Ph 401-253-6426 ~ Fax 401-253-5885

FEB 12 AM 11:40

AGENDA

WEDNESDAY, FEBRUARY 14, 2024, 6:00 PM

Meeting in 2nd floor Meeting Room

Burnside Building

400 Hope Street

Bristol, Rhode Island 02809

1. **PLEDGE OF ALLEGIANCE AND A MOMENT OF REMEMBRANCE**
2. **REVIEW & APPROVAL:** Minutes of January 2024 Meeting.
3. **REVIEW:** Monthly Census of Cemetery Use and Sales Income.
4. **REVIEW:** Monthly Expenses and Invoices for January 2024
5. **REMINDER to ALL:** The link for the new cemetery program is [North Burial Ground – Search Powered by CemeteryFind](#) This link will eventually be posted on the Town's website.
6. **UPDATE |REVIEW:** By Deputy Treasurer Carulli regarding the Cemetery's operation's account balance and the Perpetual Care Fund; Report of Meeting with the Fund Managers from Washington Trust regarding the Perpetual Care Fund and the creation of a Capital Improvements Fund to facilitate self-financing of capital projects.
7. **RESIGNATION OF THE CHAIRMAN:** After 15 years of service to the Commission, Chairman Cavalconte is retiring from the Cemetery Commission. He is very grateful for having had the opportunity to work with the members of the Commission, participate in the tremendous growth of the cemetery and ultimately to be of service to the families of Bristol.
8. **DISCUSSION OF THE SUCCESSOR to THE CHAIR**

ON GOING: DATES AND REMINDERS:

~**US FLAGS FOR VETERANS:** are always available for the graves of veterans at the NBG's from the Superintendent's office or from The Bristol Council of Veteran.

~**COMMISSION MEETINGS DATES FOR 2024:** The Commission meets on the 2nd Wednesday of the month at 6:00 at The Chapel at North Burial Ground, unless otherwise noted. The next meetings for 2024: **3/13; 4/10; 5/8; 6/12; 7/10; 8/14; 9/11; 10/9; 11/13; 12/11**

~COMMISSION MEETINGS ARE POSTED AT THE FOLLOWING LOCATIONS:

The Bristol Post Office | Bristol Town Website | RI Secretary of State Website:

http://sos.ri.gov/openmeetings/?page=view_entity&id=4502

Respectfully Submitted.

Charles C. Cavalconte, M.Div., Chair

Posted: February 11, 2023



TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

2024 FEB 12 AM 10:06

**Bristol Fourth of July Committee
Souvenir Sub-Committee Meeting
Thursday, February 15, 2024 at 7:30P.M.
Burnside Building, 400 Hope St., Bristol, RI 02809**

AGENDA

- CALL TO ORDER
- PLEDGE OF ALLEGIANCE
- ATTENDANCE
- BUSINESS TO BE DISCUSSED AND/OR ACTED UPON
 - Review trailer bids – vote on final
 - Review exterior trailer design – possible vote on final
 - Other items for the good of the committee
- ADJOURNMENT

Keep Informed at www.fourthofjulybristolri.com

Agenda Posted:

Bristol Post Office, Bristol Town Hall and SOS Website 2/12/24

Bristol Fourth of July Committee
General Committee Meeting
February 20, 2024, 07:00 PM Eastern Time (US and Canada)
Burnside Building, 400 Hope Street, Bristol, RI. 02809

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ATTENDANCE

IV. MEMBERSHIP

V. APPROVAL OF MINUTES

a) **Motion to Accept /Discussion/Vote**

- i) January 22, 2023 minutes

VI. APPROVAL OF TREASURER’S REPORT

a) **Motion to Accept /Discussion/Vote**

- i) January Treasurer’s Report

VII. CORRESPONDENCE & Sunshine Report

a) **2024 Sponsorship Packages**

b) **Event Kit – Dave Burns**

VIII. Streaming of Parade

a) **Motion to Accept /Discussion/Vote**

IX. Good of the committee

X. SUBCOMMITTEE Reports or Updates

- a) Policy/25-Week Special Drawing – Nat Squatrito
- b) Block Dance – Sue Nerone
- c) Interfaith Service – Jim Farley
- d) Macaroni Dinner – Julie Wilcox
- e) New event / Pickleball tournament - Michele Martins
- f) Other Committees

XI. UPCOMING MEETINGS AND EVENTS

- a) Block Dance- Sue Nerone Thursday, February 22, 2024 7PM @ Burnside Bldg.
- b) Military And Town Officials Reception February 21, 2024 7PM @ Burnside Bldg.
- c) Interfaith Service – Jim Farley – Wednesday, February 28, 2024 @ Burnside Bldg.
- d) Bingo, Ball, and Cultural Night - Michele Martins. - Thursday, February 29, 2024 @ Burnside Bldg. 5PM, 6PM, & 7PM, respectively
- e) Souvenirs - Heidi Vermilyea - Thursday, March 7, 2024 @ Burnside Bldg., 7PM
- f) Next GCM - Tuesday, March 12, 2024 @ Burnside Bldg.

XII. 50/50

XIII. Adjournment

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 FEB 15 AM 9:31

Bristol Fourth of July Committee
Freedom Raffle Sub-Committee Meeting
Wednesday February 21st, 2024, 6:00pm
Burnside Building, Bristol RI

Keep Informed at www.july4thbristolri.com

Agenda

1. CALL TO ORDER
2. PLEDGE
3. ATTENDANCE
4. BUSINESS TO BE DISCUSSED AND/OR ACTED UPON:
 - a- View previous donation solicitation list. Assign which member to solicit specific donations.
 - b- Review and approve 2 letters needed for solicitation. One explaining donation to be used as raffle prizes. The other to be used as a receipt to businesses donating prizes.
 - c- Deadline for receiving donations May 5th 2024
 - d- Cost to sell tickets proposed to remain 1-\$5, 3-\$10, 7-\$20
5. ADJOURNMENT

2024 FEB 15 AM 8:31

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

Posted to Secretary of State Website, Bristol Town Hall and Bristol Post Office on 2/15/24

Bristol Fourth of July
Block Dance Subcommittee
Date: February 22, 2024
Time: 7pm
Location: Burnside Building
400 Hope Street Bristol, RI

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

2024 FEB 15 AM 8:32

1. Call to Order
2. Pledge of Allegiance
3. Attendance
4. Business and Ideas for Block Dance Party
5. Voting as needed- DJ, forms needed for Town Council and location, and ideas discussed
6. Adjournment

Posted at the Bristol Town Hall, Bristol Post Office and Secretary of State Website on February 15, 2024.

Bristol Fourth of July Committee

Interfaith Subcommittee

Tuesday, 28 February 2024

Time: 6:30 P.M.

Burnside Building, 400 Hope Street, Bristol, RI 02809

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE
4. BUSINESS TO BE DISCUSSED AND ACTED UPON
 - * Preliminary Discussions
 - * Location
 - * Guest Speaker
 - * Music
 - * Collation
 - * Invitations
 - * General Discussion
5. ADJOURNMENT

2024 FEB 15 AM 8:32

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

Posted at the Bristol Town Hall, the Bristol Post Office, and the Secretary of State Website on: 2/15/24.



TOWN OF BRISTOL, RHODE ISLAND

ZONING BOARD OF REVIEW MEETING

Zoning Board of Review Meeting Agenda
 Monday, March 04, 2024 at 7:00 PM
 Bristol Town Hall, 10 Court Street, Bristol, RI 02809

Scanned copies of all applications and supporting materials will be available on the Town of Bristol website at <https://bristol-ri.municodemeetings.com/>. Written comments may be submitted to the Zoning Board via regular mail addressed to: Zoning Board of Review, Bristol Town Hall, 10 Court Street, Bristol, RI 02809 or via email to etanner@bristolri.gov. Written comments should be received no later than 12:00 p.m. on **Thursday, February 29th, 2024**.

1. **Pledge of Allegiance**
2. **Approval of Minutes** - February 6, 2024
3. **Continued Petitions**
 - 3A. **2024-01 Thomas A. and Lee H. Dawson (continued from February 2024)** - Dimensional Variance: to construct an 18ft. 8in. x 24ft. two-story living area addition to the rear of an existing single-family dwelling with less than the required left side yard. Located at **15 Burton Street**; Assessor's Plat 15, Lot 79; Zone: Residential R-6.
 - 3B. **2024-04 Larry Goldstein / TSL, LLC (continued from February 2024)** - Dimensional Variance: to modify exterior walls and roofline of a portion of the existing Bristol Harbor Inn hotel building and construct eight (8) new hotel rooming units on the third floor of the structure with less than the required lot area per rooming unit. Located at **267 Thames Street**; Assessor's Plat 9, Lot 50; Zone: Waterfront (W).
 - 3C. **2024-06 John M. Lannan / Fairpoint Realty, LLC (continued from February 2024)** - Dimensional Variances: to construct an 845 square foot living area addition and a 75 square foot deck addition to the second floor of an existing single-family dwelling with less than the required front yards on a corner lot; and to construct 10ft. x 22ft. breezeway and porch, and a 24ft. x 24ft. two-story garage addition to an existing single family dwelling with less than the required front yard on a corner lot. Located at **111 King Philip Avenue**; Assessor's Plat 147, Lots 61 & 62; Zone: Residential R-10.
4. **Adjourn**

Date Posted: February 15, 2024

Posted By: emt

2024 FEB 16 AM 10:05

TOWN CLERK'S OFFICE
 BRISTOL, RHODE ISLAND



Town of Bristol, Rhode Island

Department of Community Development

10 Court Street
Bristol, RI 02809
bristolri.gov
401-253-7000

CAPITAL PROJECTS COMMISSION

AGENDA

FEBRUARY 27, 2024

5:00 P.M.

OFFICE OF COMMUNITY DEVELOPMENT FIRST FLOOR CONFERENCE ROOM

235 HIGH STREET (FORMER REYNOLDS SCHOOL)

2024 FEB 21 PM 1:53
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

Agenda Items:

1. Pledge of Allegiance
2. Minutes from previous meeting
3. Architect's Report on Status of Project for former Walley School Rehabilitation into Senior Center
4. Finance Director's Report on Budget for former Walley School Rehabilitation into Senior Center
5. Review and take action on question of removal of ceiling from second floor
6. Adjourn

Posted: 2/21/24

By: dmw

2024 FEB 21 PM 1:53

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

TOWN OF BRISTOL, RHODE ISLAND

HISTORIC DISTRICT COMMISSION MEETING

Historic District Commission Meeting Agenda
Thursday, March 07, 2024 at 7:00 PM
Bristol Town Hall, 10 Court Street, Bristol, RI 02809

Written comments may be submitted to the Historic District Commission via regular mail addressed to:

Historic District Commission, Bristol Town Hall, 10 Court Street, Bristol RI 02809 or via email to ntoth@bristolri.gov

Application packets can be found online at www.bristolri.gov/government/commissions/historic-district-commission/

1. **Pledge of Allegiance**
2. **Review of Previous Month's Meeting Minutes**
 1. **Review of February 1 Meeting Minutes**
 2. **Review of 203 High Street Site Visit Minutes**
 3. **Review of 70 Griswold Site Visit Minutes**
3. **Application Reviews**
 1. **23-177: Stephen Mello, 96 High St**
Discuss and review of replacement of wood gutters with aluminum gutters on second story of house.
 2. **24-024: Stephen and Jennifer Mello, 94 High Street:**
Discuss and Act on replacement of siding and replacement of wood gutters with aluminum to match existing.
 3. **23-181: Town of Bristol, 235 High Street:**
Discuss and act on relocation of previously approved HVAC units on roof, installation of transformer, fence to shield units and transformer.
 4. **24-10: David Howe, 101 High St:**

Discuss and act on installation of hot tub in rear yard of property

5. **24-12: Celine Keating & Mark Levy, 30 Summer Street:**

Discuss and act on replacement of window in kind.

6. **24-016: Elena Bao, 19 Byfield Street:**

Discuss and Act on Removal of chimney due to structural concerns and running vents through rear slope of roof.

7. **24-18: Bristol Middle Passage Port Marker Project, Independence Park (419-459 Thames St):**

Discuss and act on installation of proposed Bristol Middle Passage Port Marker Project, including monument consisting of three life-size bronze figures, stone benches, and pavers surrounding.

8. **24-19: Michael Sousa, 249 Hope St Unit 6:**

Discuss and act on installation of skylight on flat roof.

9. **24-22: Michael Rielly, 240 High St:**

Discuss and act on permeant installation/storage of the "Santa House" on Bristol State House property adjacent to Town Common.

10. **24-23: Mott & Chace Sotheby's International Realty, 317 Hope St:**

Discuss and Act on new exterior signage.

11. **24-025: Peggy Fredrick, 195 High Street:**

Discuss and act on removal of chimney, replacement of foundation, moving house back by four feet, and replacement of existing windows. Discussion only of additional plans for property not yet ready for commission vote.

12. **24-026: William Tihen, 90 High Street:**

Discuss and act on replacement of 3 skylights in-kind, Replace roofing on main house and garage in-kind

4. Concept Review
5. Monitor Reports & Project Updates
6. HDC Coordinator Reports & Project Updates
 1. Re-Survey of the Bristol Waterfront National Register Historic District Progress Report
7. HDC Coordinator Approvals
 1. Administrative Approvals
8. Other Business
9. Adjourned



10 Court Street
Bristol, RI 02809
www.bristolri.gov
401-253-7000

Town of Bristol, Rhode Island
Department of Community Development

NOTICE OF MEETING
THE BRISTOL PLANNING BOARD
TECHNICAL REVIEW COMMITTEE MEETING

The Bristol Technical Review Committee (TRC) will hold a meeting,
on Monday, February 26th, 2024 at 2:00pm
at Department of Community Development Conference Room
235 High Street (former Reynolds School), 1st Floor, Bristol, RI

2024 FEB 22 AM 9:38

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

AGENDA

Major Land Development: Master Plan Phase – Application for an Adaptive Re-use/Unified Development of the former Oliver School. Proposal to convert the former school into 11 apartments. Property located at **151 State Street**, Assessor’s Plat 18, Lot 42, Zone: Residential R-6. Waiver requested for application fee. Variances requested for size of parking spaces and aisle width.

Scanned copies of all applications and supporting materials are available on the Town of Bristol website: <https://bristol-ri.municodemeetings.com/>

For questions on above plans please call 253-7000, ext. 147 or email dwilliamson@bristolri.gov

“In no case shall the recommendation of the TRC be binding on the Board in its activities or decisions”

Diane M. Williamson, AICP
Administrative Officer

Posted: February 22, 2024
By: mbw

TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND
2024 FEB 20 PM 12:46
DATE RECEIVED

PETITION TO THE TOWN COUNCIL



To the Honorable Town Council of the Town of Bristol: The undersigned hereby respectfully requested of your Honorable Body that:

TO WHOM IT MAY CONCERN,

ON 2/13/2024 THE TOWN ENDURED A HEAVY/WET SNOWSTORM. DURING THAT STORM A TOWN OWNED TREE BROKE UNDER THE WEIGHT OF THE SNOW CAUSING DAMAGE TO MY PROPERTY. WHEN THE TREE FELL IT DAMAGED MY FENCE, MY DAUGHTERS SWINGSET, MY FIREPIT, AND MY RING CAMERA. THE TREE FELL LANDING ON MY HOME AND THANKFULLY THERE WAS NO DAMAGE TO MY HOUSE. I CUT THE TREE OFF OF ALL MY DAMAGED PROPERTY AND NEATLY STACKED IT FOR THE TOWN TO PICK UP AT THEIR CONVENIENCE. MY FENCE NEEDS REPAIR, AND ALL THE AFOREMENTIONED ITEMS NEED REPLACEMENT. THEY CANNOT BE FIXED. I AM REQUESTING PAYMENT FROM THE TOWN TO REPLACE/REPAIR MY PROPERTY, SINCE IT WAS A TOWN OWNED TREE, THAT WAS ROTTED AND UNSAFE. THANK GOD MY GIRLS WERENT PLAYING ON THAT SWINGSET THAT DAY. TOTAL AMOUNT OF DAMAGE: \$1900.12.

RESPECTFULLY, MATT CLARIZIO

PLEASE NOTE:

Please ensure that your petition is submitted by 4:00 PM, two (2) Wednesdays before the Town Council meeting scheduled for

in order to be included on the docket. According to Council policy, petitions cannot be addressed unless recommendations, if needed, from the relevant departments are received before the Council meeting

SIGNATURE: [Signature]
NAME: MATT CLARIZIO
ADDRESS: 9 DEER RUN RD.
TOWN: BRISTOL
BUSINESS TEL. NO. N/A
RESIDENCE TEL. NO. ...
EMAIL ADDRESS: matt.clarizio@gmail.com



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OUR DIFFERENCE ▾

BLOG & LIFESTYLE ▾

SUPPORT ▾

Search



TUCSON SWING SET

★★★★★ 4.5 (186)

[Write a review](#) [Ask a question](#)

\$ 749

4 interest-free installments, or from **\$67.60/mo** with [shop Pay](#)

[Check your purchasing power](#)

FREE SHIPPING | [Check Arrival Dates](#)

Add Assembly

Provide your kids a fun way to get their bodies moving and imaginations going with our Tucson Swing Set.

It has all the elements for endless backyard adventures. Swings? Check. Slide? Check. Rock wall ladder? Check. Acrobat bar, and covered playhouse? Check. If you'd like to see this in another color option, check out our Belmont Swing Set.

[Chat with us, we are online!](#)



ADD TO CART

SEE IT IN YOUR SPACE

DETAILS

ASSEMBLY

SPECIFICATIONS






Spotlight Cam Pro

Plug-In

\$229.99

Take up to 12 months to pay with no interest no late fees. [Prequalify now](#) 

Related Products:

2-Pack Spotlight Cam Pro Plug-In

\$379.99 **Save \$20**

Spotlight Cam Pro

(Battery)

\$229.99

Spotlight Cam Pro

(Solar)

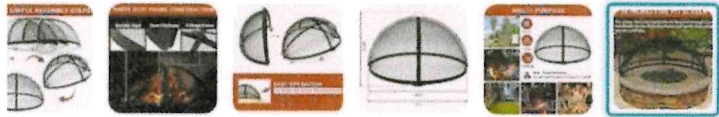
\$249.99

36 INCHES FIRE PIT SCREEN

The screen does not restrict the air flow, but through it you can clearly see the flickering flames and sparks that warm you on a cold day.



Roll over image to zoom in



WeCooper Heavy-Duty Fire Pit Spark Screen, 36In Round Steel Mesh Screen Guard, Easy-Opening Firepit Ember Arrester with Handle

Visit the WeCooper Store

4.5 ★★★★★ 2 ratings

\$158⁸⁸

Coupon: Apply 10% coupon Shop items > | Terms

Get \$50 off instantly: Pay \$108.88 upon approval for Amazon Visa.

Size: 36In

32In \$139.88	36In \$158.88	40In \$188.88
------------------	--------------------------	------------------

Brand	WeCooper
Material	Alloy Steel
Color	Black
Product Dimensions	36"L x 36"W
Finish Type	Painted

About this item

- **Excellent Safe Fire Pit Spark Screen:**With 2 mm mesh design, firepit accessory has better effects on preventing sparks and embers from escaping; With hinge opening, spark screen guard enables you to add woods and tend the fire safely and conveniently without completely removing the screen. With 2 handles, it is convenient handle on top to lift the screen on and off.
- **High Quality Mesh Screen:**This spark screen is made of 2mm thick steel to ensure a longer service life, which widely used on fire pits, fire bowls, rings and rims.You will enjoy a relaxing and satisfying great fire burning times with your family or friends.
- **Easy To Assemble:**This pragmatic design of outdoor fire pit spark screen is made by our engineers R&D through many years, therefore, mesh spark cover is easily assembled and disassembled in minutes, saving your time without wasting money to buy other tools. Many people say this fireplace accessory is a good concept as far as design, allowing you to rotate four pieces of spark screen and combine them into one piece, then you can store and carry conveniently
- **Measuring Your Firepit For The Suitable Fit:**Measure the inside diameter of your fire pit,and confirm 36 inch round screen will fit securely. With holes of lid, screen cover also have better ventilation, keeping the woods burning completely through chilly evenings.
- **Warranty:**We provide this outside large fire pit spark screen 1 year warranty & 24hours professional friendly

\$158⁸⁸

FREE delivery Feb
Details

📍 Delivering to Bos
Update location

In Stock

Quantity: 1

Add to

Buy N

Ships from Shawn's
Sold by Shawn's
Returns Eligible f
Refund c
within 3
Payment Secure t

Add a gift rece
returns

Add to List

036505

Fence Pro

NAME Matt Clairizo		SHIP TO	
ADDRESS		ADDRESS Matt.a.Clairizio@gmail.com	
CITY, STATE, ZIP Bristol RI		CITY, STATE, ZIP	

ORDER NUMBER	DEPARTMENT	SALESPERSON Kevin	WHEN SHIP	TERMS	HOW SHIP	DATE 2/16/24
--------------	------------	----------------------	-----------	-------	----------	-----------------

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	Replace 2-6x8 Privacy Vinyl panel	\$175.00	
	Re Adjust 6x4 Gate		
	old Fence removal	75.00	
	materials 19x Labor		\$762.25



EMPRE PANEL
NEEDS TO BE
REPAIRED









THE ENTIRE
SWINGSET WAS
HIT HARD ENOUGH
TO BUCKLE THE
WHOLE THING
LEFT... IT
IS NO LONGER
SAFE FOR KIDS
TO PLAY
ON.





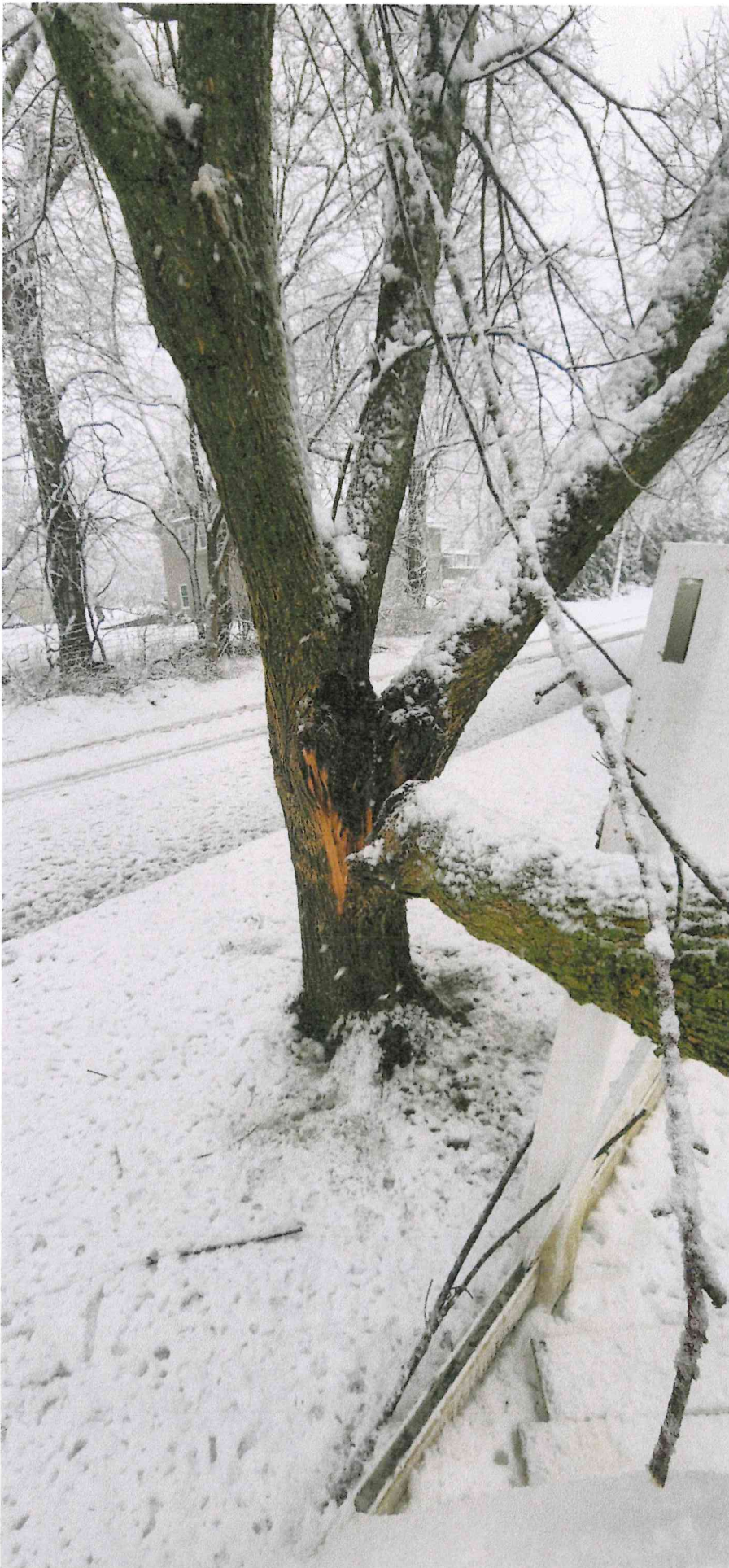
BRANCHES RIPPED
HOLES THROUGH
FIRE PIT COVER





RING CAMERA
FELL WHEN HIT
OFF HOUSE BY
TREE. NO LONGER
WORKS...
FELL 15 FT.









MARASCO & NESSELBUSH LLP

685 Westminster Street, Providence, RI 02903

T- 401-274-7400 F- 401-274-7404

2024 FEB 23 AM 9:33
TOWN CLERK'S OFFICE
BRISTOL, RHODE ISLAND

**NOTICE OF CLAIM TO CITY COUNCIL
TOWN OF BRISTOL
PERSONAL INJURY**

February 20, 2024

Via Certified Mail

9589 0710 5270 1248 8514 44

Via Certified Mail

9589 0710 5270 1248 8514 68

Via Certified Mail

9589 0710 5270 1248 8514 51

dreadnaughtladderco@gmail.com

Melissa Cordeiro
Town Clerk
Bristol Town Hall
10 Court Street
Bristol, RI 02809

Nathan T. Calouro, Chairman
Bristol Town Hall
10 Court Street
Bristol, RI 02809

John Perry, Deputy Chief
Dreadnaught Hook
Ladder & Hose Co. No 1
72 Church Street
Bristol, RI 02809

**Re: Personal Injury Claim: Cheryl Zamil
Type of Loss: Slip and Fall
Date of Loss: February 17, 2024
Location of Loss: High Street and Church Street in Bristol, RI**

Dear Sir/Madam:

Notice is hereby given in accordance with provisions of Rhode Island General Laws §45-15 et seq. that Cheryl Zamil hereinafter referred to as Claimant, presents notice of her claim against the Town of Bristol, State of Rhode Island and respectfully states as follows:

1. The Claimant reside at 685 Hope Street, Unit 2, in Bristol RI 02809.
2. The name of the Attorney for the Claimant is, Alexandra Whitmore, Esquire, Marasco & Nesselbush, LLP, whose business address is 685 Westminster Street, Providence, Rhode Island 02903.
3. The claimant, Cheryl Zamil, on February 17, 2024 slipped and fell on untreated ice on the corner of High Street and Church Street in Bristol, RI; causing personal injury to Ms. Zamil.
4. The Claimant, Cheryl Zamil, sustained significant bodily injuries, including but not limited to her wrist, back, and hip. The Claimant continues to require medical attention in the recovery of her injuries. We are in the process of obtaining her supporting medical records.

5. This correspondence constitutes our Notice of Claim in accordance with Rhode Island General Law §45-15 et seq. The Claimant will present her claims for damage upon the completion of her medical treatment in accordance with Rhode Island General Laws §45-15-5, in due course.

Further, kindly allow this letter to serve as an official request to:

- Preserve any evidence regarding the photography of the premises such as any video depicting the premises and/or location in which Cheryl Zamil fell on the date of the incident, including but not limited to, any video footage of our client and/or persons accompanying our client and/or medical/law enforcement personnel on the date of the incident.
- Preserve any and all incident reports and/or witness statements arising from the aforementioned incident.
- Contact this office immediately if any subsequent remedial measures (repairs or alterations to the premises) are scheduled, in order to allow our office to document the same.

Please be advised that destruction of this evidence will result in a claim of spoliation of evidence.

Wherefore, the Claimant, Cheryl Zamil being injured as a result of the negligence of the Town of Bristol seeks damages against the Town of Bristol for reimbursement of medical expenses, pain, and suffering in an amount to be determined and in accordance with Rhode Island Law.

Very truly yours,

Alexandra Whitmore

Alexandra Whitmore, Esquire

Enclosure

CERTIFICATION

I, Alexandra Whitmore, Esquire, hereby certify that the above Notice of Claim was mailed First Class Mail and Certified Mail, Return Receipt Requested on this 20th day of February 2024:

Melissa Cordeiro
Town Clerk
Bristol Town Hall
10 Court Street
Bristol, RI 02809

Nathan T. Calouro, Chairman
Bristol Town Hall
10 Court Street
Bristol, RI 02809

Alexandra Whitmore, Esquire
