



**SOUTH KINGSTOWN PLANNING DEPARTMENT
PROJECT REVIEW MEMO**

People's Credit Union

Development Plan Review & Unified Development Review

December 3, 2024

Project Type:	Development Plan Review & UDR for Special Use Permit (Drive Thru Window)		
Review Stage:	N/A		
Address:	703 Kingstown Road		
Plat:	51-1	Lot:	92
Parcel Size:	0.70 acres	Zoning District:	CH
Applicant:	People's Credit Union (PCU) c/o Jason Straley 109 Zeta Drive Pittsburgh, PA 15328	Owner:	703 Kingstown Road, LLC

Property Characteristics

The Site includes a 0.70 single parcel developed commercial property located at 703 Kingstown Road. The Site contains a single 2,150 square foot structure which is vacant and proposed for demolition. The lot fronts on Kingstown Road, a state-maintained roadway identified as RI Route 108. The Site is accessed from Kingstown Road via two existing curb cuts, one of which is shared with the property to the northwest.

The Site abuts occupied commercial properties on all sides and across Kingstown Road. Aside from the single-story masonry structure, the Site is occupied primarily by a paved parking lot. Limited perimeter vegetation is present along the roadway and the adjacent boundary lines. The structure is served by municipal sewer and water from mains within Kingstown Road. Overhead electrical and communication services are provided from a utility pole along the southeastern property line. Stormwater drain structures within the parking lot are connected to the state infrastructure in the abutting roadway. There are no stormwater quality or control devices located on the property. The frontage along Kingstown Road includes a bituminous concrete sidewalk with precast concrete curbing.

Project Description

The applicant, People's Credit Union (PCU), proposes to demolish the existing structure and to construct a new branch office. The proposed 2,836 square foot structure shall be centrally located within the Site. This new structure shall adhere to all setback and building coverage requirements indicated in the zoning code. Three drive-through ATM lanes are proposed at the rear (east side) of the structure covered by a canopy.

The existing parking lot shall be revised to suit the proposed traffic flow through the site. This will result in a new parking aisle on the right (south) side the structure with 13 parking spaces and new grassed and landscaped areas where existing pavement is no longer required. The reduced need for parking results in an increase in the percentage of green space, especially to the back of the lot and immediately around the building.

The applicant is proposing to eliminate one existing site access point (northern driveway) and relocate the southern access drive to the north in an attempt to simplify traffic flow through the site. A concrete

walkway will connect the existing sidewalk on Kingstown Road to the front entrance to promote pedestrian traffic.

All solid waste storage will be contained within the building in totes that will be moved outside on scheduled pick-up days.

Waivers Requested

The applicant has not requested any waivers for this proposal at this time.

Regulatory Considerations

Section 301 (Schedule of Use Regulations Table) of the Zoning Ordinance allows for the proposed use with an Accessory Drive-up Window (Use Code 58: Accessory Drive-up Window) via Special Use Permit. Pursuant to RIGL §45-23-50.1(b)(2) the Special Use Permit is subject to review by the Planning Board under Unified Development Review (UDR).

The project is also subject to the requirements of the Subdivision and Land Development Regulations including landscaping and stormwater requirements.

In accordance with Article VIII(B) (Waivers and Modifications: Waiver or Modification of Regulations) of the *Subdivision and Land Development Regulations*, the Planning Board has the authority to waive or modify one or more of the requirements for subdivision or land development approval contained in the *Subdivision and Land Development Regulations* if the Planning Board finds that:

- a. The waiver or modification is reasonable and within the general purposes and intents of the *Subdivision and Land Development Regulations*; and
- b. The literal enforcement of the regulation is impracticable and will exact undue hardship because of peculiar conditions pertaining to the land in question, or waiver or modification of the regulation is in the best interest of good planning practice or design as evidenced by consistency with the Comprehensive Community Plan and the Zoning Ordinance.

Decision Deadline

Pursuant to the Zoning Ordinance and Subdivision and Land Development Regulations, there is no deadline for Planning Board decisions on Development Plan Review applications.

Review to Date

Pre-Application Review: On November 28, 2023, and February 27, 2024, the proposed project was presented to the Planning Board at a Pre-Application Conference.

Zoning Ordinance Text Amendment: On July 22, 2024, the Town Council approved a text amendment to Article 3 § 301 and Article 5, §504.18 of the Zoning Ordinance allowing drive-up windows in the Commercial Highway District by Special Use Permit.

Technical Review Committee: On November 13, 2024, the Technical Review Committee reviewed the application. Upon review and discussion with the applicant, the TRC voted to approve moving the application forward to the Planning Board for review with the following recommendations:

1. *Water & Sewer Connections* – The applicant should clarify the connections and the separation distances.
2. *Planting Plan* – Review the planting plan along the frontage of the property and consider alternative designs to soften the formal linear nature of the proposed planting scheme.
3. *Water Quality* – Investigate whether a water quality permit is required relative to the proposed sub-surface water quality system in the front of the building.
4. *Stormwater Treatment* – The applicant should evaluate options to pre-treat any stormwater flowing to the RIDOT stormwater system in Kingstown Road.
5. *Snow Storage & Removal* – Describe your snow storage & removal plans. No snow should be stored in any stormwater BMP areas.

6. *Lighting* – All exterior lighting should be shielded, “Night Sky” compliant lighting, including building lighting as well as parking lot lighting.
7. *Street Trees* – There are 3 street trees in the RIDOT ROW in front of the property, two of which are proposed for removal and relocation in the application. The applicant should plan for the potential future removal and replacement of the 3rd street tree.
8. *Supplemental Stormwater Treatment* – Evaluate additional stormwater treatment capacity using BMPs in addition to those shown on the plan.
9. *Fence Replacement* – Evaluate the ownership status of deteriorated fencing along the perimeter of the property and the need for replacement fencing given proposed landscaping elements.

Required Findings

Waivers: No waivers are requested by the application.

Unified Development Review: Pursuant to RIGL §45-23-50.1(b)(2) where an application submitted for Development Plan Review also requires a Special Use Permit, the Special Use Permit is reviewed and approved/denied by the Planning Board under UDR via a public hearing held prior to consideration of the preliminary plan. The Planning Board shall conditionally approve or deny the requested Special Use Permit before considering the preliminary plan application.

Under UDR the Planning Board reviews the request for the Special Use Permit applying the same criteria that would otherwise be applied by the Zoning Board. The granting of approval of the Special Use Permit is conditioned on approval of the final plan of the land development project.

Pursuant to South Kingstown Code § 301, Use Code 58 and § 504.18, approval of a Special Use Permit for an Accessory Drive-Up Window for Financial Institutions requires the Planning Board to make the following findings in the affirmative:

1. The minimum lot area shall be no less than 20,000 square feet for a building proposed for a drive-thru window.
2. There shall be adequate off-street parking and loading spaces to serve the proposed use. There must be sufficient on-site stacking areas to accommodate at least two (2) queued vehicles, entering the site waiting to park or approach the order window/order box, and at least three queued vehicles exiting the site.
3. Any accessory drive-thru window(s) shall be properly located within the parking and circulation plan to avoid any effect on off-site vehicular or pedestrian traffic, and in no case shall a drive-thru window be located on any building façade which faces a public street.
4. Vehicular entrances and exits shall be controlled by curbing.
5. All other dimensional and parking requirements for the site and the use shall be met.

Development Plan Review: In accordance with Article IV.F(3) of the Subdivision & Land Development Regulations, prior to granting Development Plan Review approval the Planning Board shall find that:

- a. The granting of approval will not result in conditions inimical to the public health, safety, and welfare;
- b. The granting of such approval will not substantially or permanently injure the appropriate use of the property in the surrounding area or zoning district;
- c. The plans for such project comply with all the requirements of the Zoning Ordinance and the Subdivision & Land Development Regulations;
- d. The plans for such project are consistent with the Comprehensive Plan; and,
- e. Any conditions or restrictions that are necessary to ensure that these guidelines have been met have been incorporated into the written approval.

Draft Motions for Consideration

“The South Kingstown Planning Board hereby grants Preliminary Plan approval for an application for Development Plan Review of a proposal to construct a financial institution branch office with Unified Development Review of a Special Use Permit for an accessory drive-up window to People's Community Credit Union, *owner/applicant*, for a project located at 703 Kingstown Road, also identified as Assessor's Plat 51-1, Lot 92. This approval is based upon the application materials of record, including but not limited to: a plan set titled '*People's Credit Union, Proposed Branch Location, Assessor's Plat 57-1 Lot 92, 703 Kingstown Road, South Kingstown (Wakefield), RI 02879*,' Sheets C-1 through C-8, dated **November 8, 2024, as revised through November 14, 2024**, prepared by Northeast Engineers & Consultants, LLC, 6 Valley Road, Middletown, RI, 02842; a '*Landscape Plan*,' Sheet L1.0, prepared by Verde Design LLC, 18 Wildflower Lane, Jamestown, RI, 02835, dated November 13, 2024; **and a '*Site Photometric Plan*,' undated**

This approval is based upon the following Findings of Fact and Conditions of Approval:

Findings of Fact – Development Plan Review

- A. The granting of approval will not result in conditions inimical to the public health, safety, and welfare.
- B. With the required Conditions of Approval, the granting of such approval will not substantially or permanently injure the appropriate use of the property in the surrounding area or zoning district.
- C. With the required Conditions of Approval, the plans for the project comply with all the requirements of the Zoning Ordinance and the Subdivision and Land Development Regulations.
- D. The plans for the project are consistent with the Comprehensive Community Plan.
- E. Any conditions or restrictions that are necessary to ensure that these findings have been met have been incorporated into this approval.

Findings of Fact – Unified Development Review / Special Use Permit Standards

- F. The special use, “Accessory Drive-Up Window,” is specifically authorized by the Zoning Ordinance at this location, specifically Section 301, Use Code 58 (Schedule of Use Regulations Table);
- G. The special use meets the specific and objective criteria set forth in Section 504.18 of this ordinance authorizing “Accessory Drive-Up Windows for Financial Institutions,” as follows:
 - 1. The minimum lot area is $\geq 20,000$ square feet.
 - 2. There is adequate off-street parking and loading spaces to serve the proposed use. There is sufficient on-site stacking areas to accommodate at least two (2) queued vehicles, entering the site waiting to park or approach the order window/order box, and at least three queued vehicles exiting the site.
 - 3. The proposed accessory drive-thru window(s) is properly located within the parking and circulation plan to avoid any effect on off-site vehicular or pedestrian traffic, and is not located on a building façade that faces a public street.
 - 4. The vehicular entrances and exits are controlled by curbing.
 - 5. All other dimensional and parking requirements for the site have been met.

Conditions of Approval

- 1. Development of the site shall be in strict conformance with the approved site plan, including the revised landscape and lighting plans, unless amended by these Conditions of Approval.
 - a. Landscape Plan shall be modified to include an additional street tree located to the

2. The applicant shall obtain all required local and State permits prior to commencing construction and/or installation of site improvements.
3. Any proposed signage must comply with the requirements established by Article 8 of the Town of South Kingstown Zoning Ordinance.
4. Prior to any request for a Certificate of Occupancy, a RI registered Professional Engineer shall inspect the installation of site improvements and shall submit certification to the Administrative Officer of the Planning Board that the construction conforms to the approved plans.
5. Prior to any request for a Certificate of Occupancy, a RI licensed Landscape Architect shall inspect the installation of the landscape improvements and submit certification to the Administrative Officer of the Planning Board that the installation conforms to the approved plan and the planting standards of the South Kingstown Subdivision and Land Development Regulations.
6. The applicant shall guarantee all landscape materials depicted on the approved plan set for a period of one (1) year from the date of planting.
7. **And any other conditions deemed necessary by the Planning Board in consideration of this application..."**