

MEMORANDUM – DRAFT FOR REVIEW AND DISCUSSION

Date: December 4, 2015
To: Mark Carruolo, Town of West Warwick
From: Emily Keys Innes LEED AP ND, The Cecil Group
RE: **DRAFT Management and Technical Work Plan**

The purpose of this work plan is to define the methodologies and source to be used at the beginning of the process so that both the Town and the consultant team have a clear understanding of the level of effort to be completed in this planning process. This document is especially important as the State Division of planning is in the process of creating guidance documents that recommend a level of effort that is beyond what the Town of West Warwick, with limited staff and resources, can afford to address at this point. The key is to produce a plan that addresses the needs of the community, provides a useful update of the 2005 plan, and that addresses the broad goals of the state's guidance documents.

This work plan consists of three sections:

- Narrative describing the work to be done and the methodology for addressing the requirements of RIGL 45-22.2 and the associated state guidance
- Master Resource List which identifies the plans, reports, studies, and other documents or sources of information to be used in this planning process
- Draft schedule based on the timeline in the RFP and taking into consideration to requirements for approval

Methodology

The consultant team will use the *Town of West Warwick Comprehensive Plan*, as updated in 2005, as the basis for this 2016 update. The consultant team will identify the information used as the basis for the analysis in the plan and, to the extent possible, use the same sources for the 2016 update. Where those sources no longer exists or no longer provides relevant information, the consultant team will use the relevant source from the current guidance provided by the Division of Planning. All sources will be reviewed with the Division of Planning to confirm that they are acceptable.

The consultant team will prepare a table of required data to be updated and the related sources from the 2005 Plan. This list will be used to guide the consultant team in their initial update of the existing information.

We will review the draft guidance documents from the the State of Rhode Island Division of Planning and track updates. The consultant team will identify where changes in the state legislation or guidance since 2005 require additional analysis or data sources beyond those identified in the 2005 update and discuss those with the client before proceeding. This especially true of the GIS analysis and map preparation subtask.

Master Resource List

This resource list will be updated throughout the process as new resources are discovered or as existing resources are found to be outdated or no longer relevant to the process.

Plans

- West Warwick Comprehensive Plan (as updated in 2005) (in file)
- School Assessment (in progress?)
- Arctic Village Reports (Redevelopment Strategy and Determination of Blight) (in file)

Reports

- Strategy for Reducing Risks from Natural Hazards in West Warwick, RI: A Multi-Hazard Mitigation Strategy (February 2011) Town of West Warwick (in file)
- The Floods of March 2010: What Have We Learned? (Spring 2011) Brown University (in file)

Other Documents

Regulations

- RIGL 45-22.2: Rhode Island Comprehensive Planning Land Use Act
- *Draft Rhode Island Comprehensive Planning Standards Manual*: Standards and Handbooks 1-16 (April-May 2015)
- West Warwick Zoning Regulations and Zoning Map (in file)
- West Warwick Subdivision and Land Development Regulations (February 4, 2013) (in file)
- West Warwick Charter and Code of Ordinances
https://www.municode.com/library/ri/west_warwick/codes/code_of_ordinances

Financial Documents

- Financial Transparency Portal:
<https://westwarwickri.opengov.com/transparency>.

Other Sources

- GIS maps from Growe Geospatial
- GIS data from Rhode Island Geographic Information System (RIGIS)

Draft Schedule

The goal of the draft schedule is to have the entire approval process end within 18 months of the July 2015 start. The Division of Planning can take up to 120 days to review the plan once submitted; we have included 120 days but expect that the Division of Planning will only take 30 days to review the final plan as they will have been given a draft plan to review and provide initial comments.

See attached schedule for more details.