



Town of South Kingstown Planning Board

Work & Regular Session Meeting Minutes
Thursday, May 28, 2026 at 6:30 PM
South Kingstown Town Hall, Town Council Chambers
180 High Street, Wakefield, RI 02879
www.southkingstownri.gov

Maria H. Mack, Chair
Susan Axelrod, Vice Chair
Elizabeth Karp, Secretary
Paul Jordan
Armand Monaco
Robyn Pothier
Kaiper Wilson

A. Call to Order & Roll Call:

Present: M. Mack, S. Axelrod, E. Karp, P. Jordan, A. Monaco, R. Pothier, and A. K. Wilson

7 Members present, 0 absent.

Also present: Brian Wagner, Deputy Planning Director; and Lynn Smith, Planning Associate

B. Approval of Minutes:

The following motion, made by Ms. Wilson, duly seconded by Ms. Karp, passed by the majority; Mr. Jordan abstained.

Motion: "The South Kingstown Planning Board hereby approves the listed meeting minutes, as presented."

1. January 13, 2026, PBWS revised
2. January 27, 2026 PBRS revised
3. February 10, 2026 PBWS
4. March 10, 2026 PBWS
5. March 24, 2026 PBRS
6. April 14, 2026 PBWS
7. April 28, 2026 PBRS

C. Subdivisions and Land Development Projects:

1. **Green Street Manor** – Major Multi-household Land Development Project to construct a 4-unit residential structure with associated parking and stormwater management. Located at 12 Green Street, Peace Dale; Assessor's Plat 49-1, Lot 148. Jonnycake Center for Hope, *owner/applicant*. Continued to June 23, 2026, due to staff scheduling error.

Mr. Wagner explained the scheduling error to the Planning Board members. Mr. Wagner also reported that the attorney for the applicant, James Callaghan, has requested a continuance to September 22, 2026.

The following motion, made by Ms. Axelrod, duly seconded by Ms. Wilson, passed by unanimous vote.

Motion: "The South Kingstown Planning Board hereby continues the PUBLIC HEARING: Green Street Manor - Major Multi-household Land Development Project to September 22, 2026."

2. **2001 Kingstown Road** – Minor Multi-Household Land Development Project to demolish an existing single-family home and develop the property with one duplex structure and one triplex structure (e.g. 2 structures containing 5 total units). Located at 2001 Kingstown Road, Wakefield; Assessors Plat 32-4, Lot 21. Ashworth Investments, LLC *owner/applicant*. Continuance requested by the applicant until June 23, 2026.

The following motion, made by Mr. Jordan, duly seconded by Ms. Wilson, passed by unanimous vote.

Motion: "The South Kingstown Planning Board hereby continues the PUBLIC HEARING: 2001 Kingstown Road - Minor Multi-household Land Development Project to June 23, 2026."

3. **Hampton Place** – Request for Extension of Combined Master/Preliminary Plan to construct 3 additional commercial buildings on a property already developed with 1 commercial building. The original approval of the Combined Master/Preliminary Plan was granted on May 12, 2015. Located at 4847 Tower Hill Rd., Wakefield; Assessor's Plat 50-4, Lot 24. Chatham Properties, LLC *owner/applicant*.

Ms. Pothier expressed concern about approving extensions for projects that are so old, as people originally affected have come and gone and new people affected may have no knowledge of the project.

Kelly Saleeba, of Crossman Engineering, appeared on behalf of the applicant. Ms. Saleeba explained that the applicant is requesting the one-year extension due to difficulty in finding tenants for the new office space, and he would like to retain a building user before moving on to the final plan submission and construction. Site conditions are consistent with what the original design was for and there is a valid DEM permit that is in good standing; and there has been no change in the Comprehensive Plan.

Mr. Jordan asked about DEM permits and stormwater controls.

Maria Mack asked if DEM permits would be valid for another year? Yes,

Kaiper Wilson expressed concern about approvals coming back year after year and the property sitting dormant.

Mr. Jordan asked if there is the same set of regulations/conditions? Yes

Ms. Pothier asked if we could put a cap on the extension period?

Mr. Wagner stated that it is up to the PB whether to put a cap on the extension. However, if nothing has changed with the site, the regulations, or the lifespan of the required permits, then essentially, it would be approvable today under the exact same conditions. There would be no reason not to extend it until something changes that causes the existing approvals to be questioned.

The following motion, made by Ms. Karp, duly seconded by Ms. Wilson, passed by unanimous vote.

Motion: "The South Kingstown Planning Board hereby extends the Combined Conceptual Master and Preliminary Plan approval for the Hampton Place — Full Build-Out Major Land Development Project, for a period of one (1) year, or until August 1, 2027."

D. Development Plan Review: None

E. Recommendations to Town Council:

1. Follow up on the status of the Form Based Code review by the Town Council.

Mr Wagner spoke to the Planning Board members on the status of the proposed code. Discussion ensued.

F. Reports and Special Items:

1. Discussion on Open Gov. Permitting in relation to Agenda management.

Mr. Wagner explained that the Town opened its new online planning portal on OpenGov, at the mandate of the State of Rhode Island. All documents will go in through that portal, and the Planning Department will discontinue maintaining the Project Development Site on the Town's webpage. Therefore, the Planning Board members will need to switch over to accessing the documents through the OpenGov portal, which means individual accounts will need to be created.

Hard copies of application materials will no longer be distributed, unless requested by Board members. Discussion ensued regarding the OpenGov portal and possible future practices.

G. Report of Administrative Officer:

1. Decision of the Administrative Officer in accordance with RIGL.

a. Minor 2-Lot Subdivision Project: 91 Green Hill Beach Road, Assessor's Plat 78-4, Lot 25. Recorded April 13, 2026.

b. Final Plan Review, Minor Land Development Project w/UDR Review (Sheldon's): 349 Main Street, Assessor's Plat 56-3, Lot 48. Recorded April 14, 2026.

H. Designation of Duty Member for the Next TRC Meeting on June 10, 2026:

Paul Jordan volunteered to attend the June 10, 2026, TRC meeting at 9:00 a.m.

I. Adjournment:

Upon Motion made by Ms. Karp, duly seconded by Ms. Wilson, the meeting was adjourned at 6:57 p.m., by unanimous vote.



Ext. #17
CROSSMAN ENGINEERING

Consulting Engineers & Surveyors

Civil • Transportation • Environmental • Site Planning • Surveying • Permitting

April 27, 2026

James D. Rabbitt
Planning Director
180 High Street
Wakefield, Rhode Island 02879

Re: Request for Extension of the Combined Master-Preliminary Plan Approval
Hampton Place- Full Build
AP 50-4 Lot 24, South Kingstown, RI

Dear Mr. Rabbitt:

On behalf of Chatham Properties LLC, we are requesting that the original Planning Board Approval for the combined Master-Preliminary Plan be extended for the Hampton Place- Full Build development. The original approval was issued on May 15, 2015, and last year the Planning Board approved a one-year extension, which expires on August 1, 2026. Chatham Properties is still finding the market for new office space tenants to be difficult, and would like to retain a building user before submitting for the Final Plan and/or construction. Because of this, the owner is requesting another 1-year extension of the combined Master- Preliminary Plan Approval.

We are submitting the below listed documents for your use.

- Planning Board Combined Master-Preliminary Plan Approval (Original date; May 13, 2015)
- Planning Board Application
- Owner Authorization Form
- RIDEM Approval (Original date July 29, 2014) and Permit Tolling Documents
- Application Fee \$100.00
- Site Plan Sets (6) 11x17 plan sets of original Approval by Planning Board, revision date; 04/03/15)

Please keep me posted on any TRC and/or Planning Board meetings that we should attend. Please contact me at (kelly.saleeba@crossmaneng.com) or at 401-738-5660, extensions 29 if you have any questions or require additional information. Thank you.

Very truly yours,

CROSSMAN ENGINEERING, INC.

Kelly Saleeba

Kelly Saleeba, PE
Project Manager

RECEIVED IN
PLANNING DEPARTMENT

APR 29 2026

TOWN OF
SOUTH KINGSTOWN

**TOWN OF SOUTH KINGSTOWN
PLANNING BOARD
PROJECT REVIEW APPLICATION FORM**

This Application Form is to be submitted with each stage of review.



APPLICANT INFORMATION

Applicant Name: Chatham Properties LLC
Name of Primary Contact (if applicant is an organization): c/o John Haddad
Applicant Address: 4847 Tower Hill Road, Wakefield, RI 02879
Applicant Phone: 401-884-0700 Applicant Email: johnhaddad@aol.com

OWNER INFORMATION

Owner Name(s): Chatham Properties LLC., c/o John Haddad
Owner Contact Information: 4847 Tower Hill Road, Wakefield, RI 02879

PROJECT INFORMATION

Assessor's Plat and Lot of Parcel(s) Proposed for Subdivision/Development: Plat Map 50-4 Lot 24
Physical Address or Location of Parcel(s): corner of Hampton Way and Route 1
Zoning District(s) of Parcel(s): SMD Total Size of Development Parcel: 5.17 acres
Date of Initial Meeting with Planning Department Staff (before first stage of review): approval May 13, 2015

TYPE OF PROJECT (select all that apply)

- | | |
|--|---|
| ☐ Development Plan Review | ☐ Minor Land Development Project |
| ☐ Administrative Subdivision | ☒ Major Land Development Project |
| ☐ Minor Subdivision, without street creation or extension | ☐ Multi-Household Land Development Project |
| ☐ Minor Subdivision, with street creation or extension | ☐ Flexible Design Residential Project (FDRP) |
| ☐ Major Subdivision | ☐ Residential Compound |
| | ☐ Comprehensive Permit |

CURRENT STAGE OF REVIEW (if applicable)

- | | |
|---|---|
| ☐ Pre-Application Concept Review | ☐ Release of Performance/Maintenance Guarantee |
| ☐ Conceptual Master Plan | ☐ Change to an Approved Plan |
| ☐ Preliminary Plan | ☐ Reinstatement or Extension to Approved Plan |
| ☒ Final Plan | ☐ Request to Combine Review Stages |
| ☐ Recording | ☐ Other |

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PLANNING DEPARTMENT

APR 29 2026

WAIVERS AND MODIFICATIONS

Does this application request waiver of or modification to any of the requirements of the Town of South Kingstown Subdivision and Land Development Regulations? ☐ yes* ☒ no

**If yes, a statement describing the specific regulation(s) for which waiver or modification is requested must be included in the application materials.*

CERTIFICATION OF COMPLETE APPLICATION

(1) The applicant hereby certifies that all of the materials required by the applicable checklist(s), as determined by Planning Department staff during the initial meeting, have been submitted including a review fee in the amount of \$ 100.00.

(2) The applicant hereby certifies that the plan set and other submitted materials conform to the requirements of the current adopted version of the Town of South Kingstown Subdivision and Land Development Regulations, or, that a written statement has been provided listing all requested waivers and/or modifications of the Regulations.

John Haddad
Applicant Signature

4/13/2026
Date

John Haddad
Printed Name

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PLANNING DEPARTMENT

APR 29 2026

TOWN OF
SOUTH KINGSTOWN

OWNER AUTHORIZATION FORM

Submittal Date: _____

Owner Authorization Forms for each owner of the property being considered for subdivision/development is to be submitted with each stage of review. If no changes to the ownership have occurred since the last stage of review, a copy of the previously submitted Form may be submitted with an updated Submittal Date.

I, John Haddad hereby certify that I am an/the owner of property designated as Plat 50-4, Lot 24, as shown on the Town of South Kingstown Tax Assessor Maps. I further certify that I am the owner of the development rights for this property.

I hereby authorize and am in agreement with the application, signed by John Haddad (applicant), for subdivision or development for the subject property. Said application is to be submitted to the Planning Department of the Town of South Kingstown for review and decision by the Planning Board.

WITNESS its name this 13 day of April, 2024.

BY: John Haddad Signature of Owner

STATE OF RHODE ISLAND

County of Kent

In East Greenwich on the 13 day of April, before me personally appeared John Haddad (name) to me known and known by me to the party executing the foregoing instrument and acknowledged said instrument, by him/her executed, to be his/her free act and deed, as individual (individual, corporation, trustee, partnership, non-profit, etc.).

Sam Allen
Notary Public

My Commission Expires: 8/19/26

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PLANNING DEPARTMENT

APR 29 2026

TOWN OF
SOUTH KINGSTOWN

From: [Brian Wagner](#)
To: kelly.saleeba@crossmaneng.com
Subject: Hampton Place Extension Request
Date: Wednesday, May 13, 2026 3:28:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Good Afternoon Kelly:

As part of my review of this application it appears that the project's General Permit for Stormwater Discharge Associated with Construction Activity (Construction General Permit or "CGP") may be expired. As you should be aware, one of the findings that the Planning Board must make in order to grant your extension request is that any applicable State or federal regulations are substantially the same as they were at the time of original approval, which finding extends to permit approvals.

Per RIDEM's stormwater permitting webpage, the 2020 RIPDES CGP, which seems to be the last valid CGP that this project possessed, expired as of September 25, 2025, shortly after your last extension was approved. The new 2025 RIPDES CGP was issued to replace it that is scheduled to expire September 26, 2026.

Please submit written confirmation from RIDEM that this permit remains in good standing and will remain valid through the end of the extension period on August 1, 2027.

This application will tentatively be placed on the Planning Board's Wednesday, May 27, 2026 agenda. A staff review memo will be circulated to Planning Board members for this meeting by close of business on May 20. If you are unable to provide written confirmation from RIDEM about the status of your CGP by that time, then I would recommend that you contact me to defer your hearing with the Planning Board to a later date until you can get the confirmation that you need for approval.



Brian Wagner, JD AICP

Deputy Planning Director

Email: bwagner@southkingstownri.gov

Phone: 401-789-9331 x1241

180 High Street | Wakefield, RI 02879

Kelly Saleeba

From: Sweeney, Chris (DEM) <Chris.Sweeney@dem.ri.gov>
Sent: Wednesday, March 25, 2026 9:51 AM
To: Kelly Saleeba; Horbert, Chuck (DEM); Personeus, Neal (DEM); Freeman, Nancy (DEM)
Cc: Hoxsie, Dean (DEM)
Subject: RE: questions on obtained permits

Hey Kelly,

The invoices have not been sent out. Permit RIR 101171 is still in good standing.

Best,
Chris Sweeney
RIDEM
Office of Water Resources
chris.sweeney@dem.ri.gov



Please consider the environment before printing this email



From: Kelly Saleeba <kelly.saleeba@crossmaneng.com>
Sent: Wednesday, March 25, 2026 6:45 AM
To: Sweeney, Chris (DEM) <Chris.Sweeney@dem.ri.gov>; Horbert, Chuck (DEM) <chuck.horbert@dem.ri.gov>; Personeus, Neal (DEM) <neal.personeus@dem.ri.gov>; Freeman, Nancy (DEM) <nancy.freeman@dem.ri.gov>
Cc: Hoxsie, Dean (DEM) <Dean.Hoxsie@dem.ri.gov>
Subject: RE: questions on obtained permits

Hi Chris,

Just checking in to see if these invoices were sent out.

Thanks,
Kelly

From: Sweeney, Chris (DEM) <Chris.Sweeney@dem.ri.gov>
Sent: Monday, December 29, 2025 1:45 PM
To: Brian King <brian.king@crossmaneng.com>; Horbert, Chuck (DEM) <chuck.horbert@dem.ri.gov>; Personeus, Neal (DEM) <neal.personeus@dem.ri.gov>; Freeman, Nancy (DEM) <nancy.freeman@dem.ri.gov>
Cc: Hoxsie, Dean (DEM) <Dean.Hoxsie@dem.ri.gov>; 'John Haddad' <johnhaddad@aol.com>;
kelly.saleeba@crossmaneng.com
Subject: RE: questions on obtained permits

Hey Brian,

The RIPDES invoices for 2024 and 2025 have not been sent out yet, we're hoping to do so in the coming weeks. There will be a hard copy invoice mailed out to permit holders with instructions on how to pay via the new online portal, we will not accept physical payment going forward.

RIR101171 is up to date and paid as of the last invoice we sent out and is still valid.

Chris Sweeney

RIDEM

Office of Water Resources

chris.sweeney@dem.ri.gov

ONLINE PERMIT SEARCHES: View Permit Status, Historical Information and download available documents, or schedule a file review at dem.ri.gov/waterpermits

*DEM is excited to announce the launch of the new OWR online permit application portal for Freshwater Wetlands, RIPDES Construction General Permit (CGP), Water Quality Certification (WQC), and Underground Injection Control (UIC) programs on May 6th, 2025. The last day DEM will accept paper applications for these programs will be Thursday, April 17. After the system launches, all new applications must be submitted through the online portal. For more information, please visit our new OWR Permit Application Portal @ <https://dem.ri.gov/owr-portal>



Please consider the environment before printing this email



From: Brian King <brian.king@crossmaneng.com>

Sent: Monday, December 29, 2025 1:27 PM

To: Horbert, Chuck (DEM) <chuck.horbert@dem.ri.gov>; Personeus, Neal (DEM) <neal.personeus@dem.ri.gov>; Freeman, Nancy (DEM) <nancy.freeman@dem.ri.gov>

Cc: Sweeney, Chris (DEM) <Chris.Sweeney@dem.ri.gov>; Hoxsie, Dean (DEM) <Dean.Hoxsie@dem.ri.gov>; 'John Haddad' <johnhaddad@aol.com>; kelly.saleeba@crossmaneng.com

Subject: RE: questions on obtained permits

Chuck,

Thank you, your answers are helpful.

Chris,

John Haddad the applicant did not receive an invoice in 2024 or 2025 for the RIPDES RIR101171 permit. Please confirm that if we can log payment onto the portal for this project, that would enable the permit to be extended.

Thank you
Brian King

From: Horbert, Chuck (DEM) <chuck.horbert@dem.ri.gov>

Sent: Monday, December 29, 2025 10:59 AM

To: Brian King <brian.king@crossmaneng.com>; Personeus, Neal (DEM) <neal.personeus@dem.ri.gov>; Freeman, Nancy (DEM) <nancy.freeman@dem.ri.gov>

Cc: Sweeney, Chris (DEM) <Chris.Sweeney@dem.ri.gov>; Hoxsie, Dean (DEM) <Dean.Hoxsie@dem.ri.gov>; 'John

Haddad' <johnhaddad@aol.com>; kelly.saleeba@crossmaneng.com

Subject: RE: questions on obtained permits

Hi Brian,

I can offer some feedback.

With respect to questions 1-3 and 5, we are still trying to get the RIPDES invoice portion of the new Portal up and running. In the meantime, the RIPDES permits are still valid if payments are up to date as of the last invoice that was sent for projects that only required a RIPDES authorization. So stay tuned...Chris Sweeney may be able to provide an update on where we are with that.

Re: question 4, the RIPDES authorization in that case **is** the WQC permit, so the same thing applies.

And for question no. 6, it depends on how the RIPDES authorization was received. If the project only required RIPDES authorization, again the same thing with the RIPDES invoicing applies. If the permit was issued along with another permit (Wetlands, WQC or UIC) the RIPDES authorization is only good so long as the primacy permit is valid. So for example, if a Wetlands permit expired, the RIPDES associated with it would no longer be valid under the RIPDES CGP and either the permit would need to be renewed (if a renewable was available) or a new application would need to be submitted for the project.

I hope that helps.



Chuck Horbert (he/his/him)

Deputy Administrator, Groundwater & Freshwater
Wetlands Protection

**Rhode Island Department of Environmental
Management**

Office of Water Resources

235 Promenade Street, Providence, RI 02908

chuck.horbert@dem.ri.gov

401.537.4239

DEM's online **OWR Application Portal** now includes all Groundwater and Freshwater Protection Programs. You can now submit and manage applications for Freshwater Wetlands, OWTS/Septic, RIPDES, Water Quality Certification, and UIC programs at dem.ri.gov/owr-portal-login.

Need help? Visit dem.ri.gov/owr-portal for printable guides and resources.

To request personalized support, submit a ticket to dem.ri.gov/owr-portal-ticket

For in-person help getting started using the system, book an appointment at DEM's Permit Application Center: (401) 537-4014 or DEM.PAC@dem.ri.gov

From: Brian King <brian.king@crossmaneng.com>

Sent: Monday, December 29, 2025 10:33 AM

To: Personeus, Neal (DEM) <neal.personeus@dem.ri.gov>; Freeman, Nancy (DEM) <nancy.freeman@dem.ri.gov>

Cc: Sweeney, Chris (DEM) <Chris.Sweeney@dem.ri.gov>; Horbert, Chuck (DEM) <chuck.horbert@dem.ri.gov>; Hoxsie, Dean (DEM) <Dean.Hoxsie@dem.ri.gov>; 'John Haddad' <johnhaddad@aol.com>; kelly.saleeba@crossmaneng.com

Subject: questions on obtained permits

Hi Neal/All,

We have questions on two sites listed below, and a follow up question.

RIPDES RIR101171 – Hampton Place, 20 Hampton Way, South Kingstown

This RIPDES permit is attached and was received on July 29, 2014. From our recent conversations, the RIPDES permit remains valid as long as the applicant has paid the yearly \$100.00 fee. In reviewing the portal, the applicant (John Haddad) has paid every year through 2023, but missed the 2024 and 2025. However, he would like to pay for both years now, before January 1, 2026. Also, the applicant mentioned that he never received a bill in 2024 or 2025. Couple questions:

1. With the new on-line portal, will permit holders still receive a mailed bill? (if not, has letter gone out to permit holders that the process has changed?)
2. Can John pay for 2024 and 2025 now, to keep this RIPDES permit valid?

WQC/STW File 22-004; RIPDES RIR102301 – 6630 Post Road, North Kingstown

This WQC and RIPDES permit is attached and was received on January 31, 2022. In discussing this with the applicant (John Haddad), he has record of paying the \$100.00 RIPDES fee in 2023, and in 2024 he actually paid \$400.00. He has not yet paid for 2025 because he is not familiar with the portal system, but is intending on paying now, before January 1, 2026, so this permit can be extended. Couple Questions:

3. Would the \$400 fee he paid in 2024 cover this year?
4. Does payment of the RIPDES fee also cover extensions of the WQC permits?
5. If new 2025 payment is required to extend the permits, can he mail this into as he has done in the past, or is the portal the only way RIDEM can receive payment?

Last Question:

6. If permits previously obtained do expire, and nothing has changed on site, and construction has not yet started, what is the process to re-obtain the permit? Is a re-submission of the same paperwork as submitted for the original permit required?

Thank you
Brian

Brian R. King PE
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(o) 401-738-5660 X 26
(c) 401-573-3973



Virus-free. www.avast.com [avast.com]
[avast.com]