



TOWN OF COVENTRY, RI  
DEPARTMENT OF PLANNING & DEVELOPMENT

# STAFF REPORT

<b>Project Name:</b>	<b>Hoxie Court Place</b>
<b>Plan Type:</b>	3-Lot Minor Subdivision w/ a Street Extension
<b>Plan Review Phase:</b>	Preliminary Plan
<b>Owner/Applicant:</b>	Bruce B. Gibb and Victoria M. Gibb
<b>Address:</b>	Hoxie Court and Notre Dame Street
<b>Plat / Lot / Zone:</b>	<b>AP 88 Lots 87 and 88.2</b> <b>Zone R-20 Lot Size 9.33 acres</b>
<b>Existing Use:</b>	Single-Family Dwelling
<b>Proposed Use:</b>	Single-Family Dwelling with 2 Additional Buildable Lots
<b>Description:</b>	The applicant seeks to merge two existing lots and subdivide them into three new conforming lots. The existing dwelling at 31 Hoxie Court will remain on Proposed Lot 2, which will be 1.24 acres in size. Proposed Lots 1 and 3 will be 0.49 and 0.46 acres in size, respectively, and would be developed with one single-family dwelling each.

## I. PROJECT INFORMATION

### Background and Existing Conditions

This item will be reviewed as the Preliminary Plan for a proposed Minor Subdivision to create three new conforming lots out of the two existing lots, which are located at the stub-ends of Hoxie Court, Notre Dame Street, and Kernan Street. Per Article VI, Section F (“Minor Subdivisions Involving Street Creation or Extension”) of the Subdivision Regulations, this proposal will be reviewed by the Planning Commission, rather than administratively, because it includes a street extension.

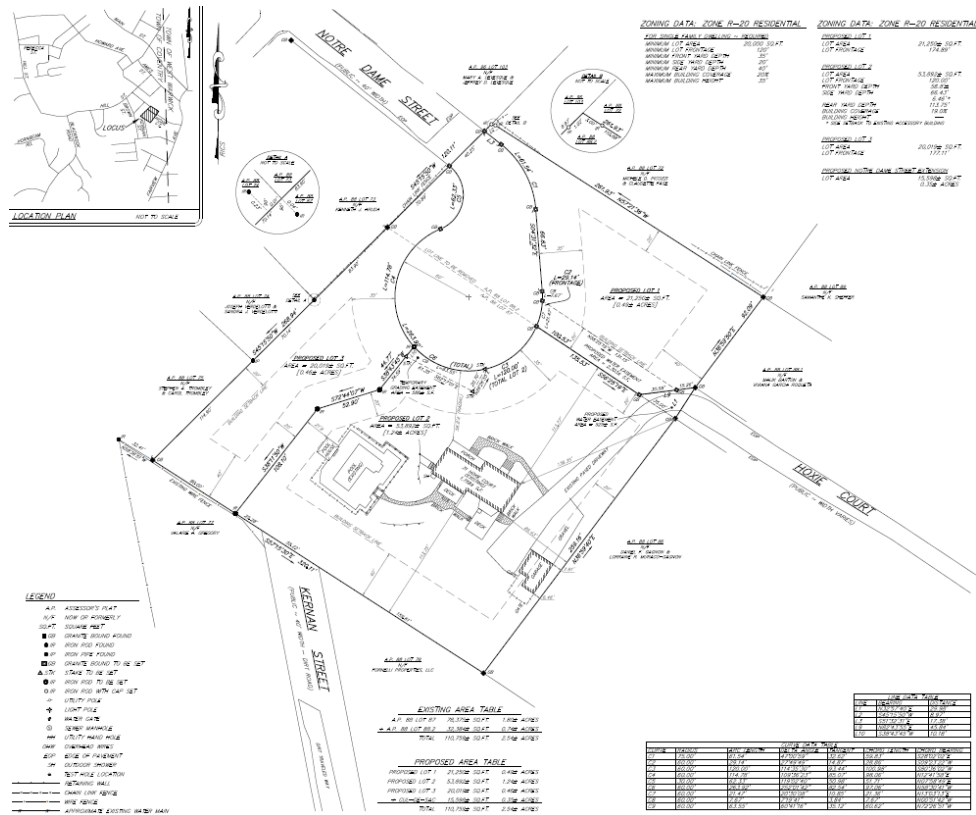
Lot 87, which is approximately 1.80 acres in size, currently consists of mostly undeveloped land and hosts a detached, single-family dwelling (31 Hoxie Court) and a swimming pool in the southerly portion. Lot 88, which is 0.74 acres in



size, currently consists of mostly vacant land and a tennis court. Both subject parcels are zoned R-20, as are the surrounding abutters. There are no wetlands or watercourses on site or within 200' of the subdivision perimeter; additionally, the site lies within Zone "X" (defined as area outside the 0.2% annual chance floodplain) of the National Flood Insurance Maps for the Town of Coventry.

**Proposed Conditions**

This minor subdivision, as submitted, would administratively merge Lots 87 and 88.2 and subdivide the subject parcel into three new conforming lots, each of which would host a single-family residential dwelling – referred to as Proposed Lots 1, 2, and 3 on the site plan:



To achieve the required frontage in the R-20 zone, the applicant has proposed an extension of Notre Dame Street that would culminate in a cul-de-sac, which would be 187.13' in length. Thus, the cul-de-sac is consistent with Article XIII, Section B.8 of the Subdivision Regulations regarding dead-end streets/cul-de-sacs, which limit their length "to a minimum of one-hundred eighty (180) feet and a maximum of eight-hundred (800) feet." The paved cul-de-sac area will have a radius of 50' and omit a center landscaped island. An additional 26.18' in proposed pavement will connect the existing end of pavement on Notre Dame Street to the subject property.

Proposed Lot 1, which would be a portion of Lot 88.2, would be approximately .49 acres in size and have frontage of 174.89' along Notre Dame Street as a result of the proposed cul-de-sac extension. Proposed Lot 2 will continue to host the existing single-family house at 31 Hoxie Court, with an area of 1.24 acres and 120' of frontage along Notre Dame Street. Proposed Lot 3 would be 0.46 acres in size and have 177.11' of frontage along Notre Dame Street. All three proposed lots will have (1) public water access,

through a KCWA-approved extension of the dead-end water mains on Hoxie Court and Notre Dame Street to provide a loop connection, and (1) OWTS, which is under RIDEM review.

No sidewalks or curbing are proposed for this project – the applicant has formally requested waivers from the requirements in the Subdivision Regulations for those items. As coordinated with the Central Coventry Fire District, streetlights will not be required. In addition, the applicant will provide a formal Landscape Plan with their Final Plan submission. In their revised Project Narrative, the applicant stated: “Landscaping will be provided along the perimeter of the project area and within the proposed lot areas around the proposed residences with their associated amenities. Existing vegetation within the project’s LOD shall be preserved and protected to the greatest extent possible.” The applicant confirmed that the proposed street trees will conform to Article XIII, B.13 of the Subdivision Regulations for location, type, size, quality, planting, inspection, maintenance, and other standards.

The applicant has proposed to keep the existing drainage pattern on the project site, though an additional infiltration basin is proposed within a proposed drainage easement on Lot 1 to address the increase in anticipated runoff. The applicant’s revised Drainage, Grading, and Erosion Control Plan (sheet 4) shows that the proposed infiltration basin has been relocated to be sited entirely on Proposed Lot 1, adjacent to the proposed cul-de-sac. Per the revised site design, no drainage infrastructure will be located in the public right-of-way. In addition, the applicant’s new Stormwater Operation and Maintenance Plan assigns all maintenance responsibilities for the infiltration basin to the future property owner for Proposed Lot 1, upon completion of construction. The revised applicant materials have fully addressed the prior Technical Review Committee concerns that existed on the stormwater aspects of this proposal (see TRC reports).

## **Zoning**

The subject property is in the R-20 (Residential) zone. For a single-family dwelling with public water access, the following dimensional requirements must be met. The applicant’s proposal would meet all R-20 dimensional standards.

### **Waivers (Subdivision and Land Development Regulations):**

- Article XIII – Development Design and Public Improvement Standards
  - Street rights-of-way width; no curbing is proposed (XIII.B.3).
  - No interior landscaped island will be installed on the proposed cul-de-sac (XIII.B.8).
  - No street lights are proposed (XIII.B.12).
  - No sidewalks are proposed (XIII.B.17).

### **Submission Waivers**

- Checklist: Minor Land Developments & Minor Subdivisions – Preliminary: the applicant requests to defer the following checklist items to the Final Plan submission:
  - Item #53 – Street Trees

- Item #73 – Landscape Plan

### **Interdepartmental Review and Comments**

Please see the three attached reports from the Technical Review Committee (dated January 20, 2026, February 17, 2026, and March 16, 2026) for interdepartmental comments on this application.

## **II. MINOR SUBDIVISION**

### **Findings of Fact**

Staff has conducted an orderly, thorough, and expeditious technical review of this Preliminary Plan Minor Subdivision application for conformance with required standards set forth in RIGL Section 45-23-60 (revised June 27, 2025), as well as in the Town of Coventry’s Subdivision and Land Development Regulations, and finds as follows:

*RIGL § 45-23-60. Procedure – Required findings. (a)(1) states, “The proposed development is consistent with the comprehensive community plan and/or has satisfactorily addressed the issues where there may be inconsistencies.”*

1. The proposed subdivision and development of two new single-family dwelling units is consistent with the Town of Coventry’s Land Use Plan designation of Residential.

*RIGL § 45-23-60. Procedure – Required findings. (a)(2) states, “The proposed development is in compliance with the standards and provisions of the municipality’s zoning ordinance or has obtained relief from the same, or another provision of this chapter that exempts compliance with a specific provision or standard.”*

2. This Preliminary Plan Application complies with all provisions of the Zoning Ordinance; no dimensional or use variances are required and none have been requested or granted.

*RIGL § 45-23-60. Procedure – Required findings. (a)(3) states, “There will be no significant negative environmental impacts from the proposed development as shown on the **final** plan, with all required conditions for approval.” (emphasis added)*

3. This finding pertains specifically to the final plan; however, no significant environmental impacts are anticipated.
4. The Rhode Island Natural Heritage Areas map from June 2025 shows that there are no known rare species located on the site.

*RIGL § 45-23-60. Procedure – Required findings. (a)(4) states, “The subdivision, as proposed, will not result in the creation of individual lots with any 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 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.”*

5. The proposed subdivision 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.

*RIGL § 45-23-60. Procedure – Required findings. (a)(5) states, “All proposed land developments and all subdivision lots have adequate physical and permanent physical access to a public street unless there are local zoning ordinance provisions allowing exceptions to this requirement or the applicant has obtained relief from this provision.”*

6. Both proposed parcels will have adequate permanent physical access to a public right-of-way through a proposed cul-de-sac extension of Notre Dame Street.

### **Bond Setting Recommendation**

The applicant has provided bond estimates for this project with a final total amount of \$187,500.00 encompassing the public roadway extension and drainage infrastructure. The Town Engineer has reviewed the applicant’s bond estimates and takes no exception. The bond is further discussed in the Town Engineer’s memo, dated March 20, 2026. Staff recommends that the Planning Commission set the bond at \$187,500 and set the required inspection fee at 2% of that amount, for a total \$3,750.00 fee. Note that the applicant intends to complete the public improvements prior to Final Plan endorsement and recording.

### **Subdivision Recommendation**

Staff finds this proposal consistent with the standards for required findings of fact set forth in RIGL Section 45-23-60 as well as with the Town of Coventry’s Subdivision and Land Development Regulations. Staff therefore recommends that the Planning Commission adopt the documented findings of fact and **approve** the Preliminary Plan application, subject to the conditions denoted below.

### **Conditions of Approval**

1. The final Landscape Plan with street tree specifications shall be submitted at the Final Plan stage for review and approval at the discretion of the Administrative Officer.
2. Upon completion of construction, the applicant shall assign long-term maintenance responsibilities for the infiltration basin on proposed Lot 1 to the future property owner for that lot, consistent with the Stormwater Operation and Maintenance Plan prepared by the applicant’s engineer. As an alternative, the applicant may choose to assign maintenance responsibilities to multiple property owners through a Homeowner’s Association, subject to the review and approval of the Administrative Officer at the Final Plan stage.

3. The bond for this proposed subdivision shall be set at \$187,500.00 and the 2% inspection fee shall be set at \$3,750.00. The inspection fee shall be paid to the Town of Coventry prior to commencing any construction activity on the site.
4. The applicant has indicated his intent to complete the construction of all public roadway and drainage improvements prior to Final Plan. The applicant may complete all infrastructure work prior to Final Plan endorsement and recording. Any public improvements that have not yet been completed at the time of Final Plan submission will be subject to a bond re-setting for this project, subject to the Planning Commission's review and approval. A fiscal assurance instrument for any remaining improvements should be submitted and approved prior to Final Plan approval.
5. The applicant shall follow the Town of Coventry Inspection Procedures Document dated November 10, 2025 during the construction process.
6. The proposed cul-de-sac extension of Notre Dame Street and all stormwater infrastructure and other bonded aspects of the project shall be completed and the applicant shall submit an associated Certificate of Conformance consistent with the Inspection Procedures Document prior to the applicant receiving the building permit Certificate of Occupancy for the second (and final) proposed dwelling unit.



TOWN OF COVENTRY  
Department of Planning & Development  
1675 Flat River Road, Coventry, RI 02816  
Phone (401) 822-9184 Fax (401) 822-6236

## TECHNICAL REVIEW COMMITTEE REPORT

**DATE:** January 20, 2026  
**PROJECT NAME:** "Hoxie Court Place"  
**PROPERTIES:** AP 88, Lots 87 and 88.2  
**ADDRESS:** Hoxie Court and Notre Dame Street  
**ZONE:** R-20 (Residential)  
**OWNER:** Bruce B. Gibb and Victoria M. Gibb  
**APPLICANT:** NBG Construction

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This matter came before the Coventry Technical Review Committee at its January 20, 2026 meeting as a Preliminary Plan for a Minor Subdivision in accordance with Article V, § D.3. of the Coventry Subdivision & Land Development Regulations.

An application and plan were submitted for review on November 26, 2025. The applicant seeks to merge two existing lots and subdivide them into three new conforming lots. The existing dwelling at 31 Hoxie Court will remain on Proposed Lot 2, which will be 1.24 acres in size. Proposed Lots 1 and 3 will be 0.49 and 0.46 acres in size, respectively, and would be developed with one single-family dwelling each. All three lots would be accessible via a proposed extension of Notre Dame Street terminating in a cul-de-sac.

The members of the Technical Review Committee reviewed the following documents related to this application when preparing the comments below:

Hoxie Court - Planset.pdf  
Hoxie Court - Drainage Analysis.pdf  
Hoxie Court - Narrative.pdf

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### TOWN ENGINEER

- A) As the submitted 11/14/25 project memorandum notes, a Town of Coventry Soil Erosion and Sediment Control Permit will be required
- B) Engineering requests a meeting with the Engineer of Record to discuss the project's stormwater design related to impervious area

### PRINCIPAL PLANNER

- Planning Staff notes that the applicant seeks submission waivers from providing the detailed information regarding checklist items #53 (street trees) and item #73 (landscape plan). Staff expects that the proposed street trees will conform to the Article XIII, Section B.13 of the Subdivision Regulations for location, type, size, quality, planting, inspection, maintenance, etc.

- The applicant shall itemize any requested waivers from the Subdivision Regulations, including for sidewalks and curbing. The project narrative states that “As coordinated during the Pre-application stage of the project, no formal sidewalks or curbing are required.” Planning Staff’s TRC comments from Pre-App offered support for these waivers, but they still need to be itemized and formally requested as part of the Preliminary Plan Application for the Planning Commission’s consideration.
- Note that all waivers from the Subdivision Regulations must be granted by the Planning Commission at Preliminary Plan, and cannot be granted by the Administrative Officer during a staff-level review of the Final Plan stage.
- The applicant shall provide bond estimates for the roadway and drainage components before the Planning Commission review in February.
- No street lights will be required for this subdivision, as agreed upon with the fire district.
- The applicant must confirm in writing that the proposed cul-de-sac will still be 188.22’ in length. Per Article XIII, Section B.8 of the Subdivision Regulations, the cul-de-sac must be 180’ at minimum and 800’ at maximum.

PUBLIC WORKS DIRECTOR

- No comments at this time.

FIRE REPRESENTATIVE

- No comments at this time.

POLICE CHIEF

- No comments at this time.

PLANNING COMMISSION CHAIR

*The Planning Commission Chair recused as this item will be heard before the Planning Commission.*



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## TECHNICAL REVIEW COMMITTEE REPORT

**DATE:** February 17, 2026  
**PROJECT NAME:** "Hoxie Court Place"  
**PROPERTIES:** AP 88, Lots 87 and 88.2  
**ADDRESS:** Hoxie Court and Notre Dame Street  
**ZONE:** R-20 (Residential)  
**OWNER:** Bruce B. Gibb and Victoria M. Gibb  
**APPLICANT:** NBG Construction

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This matter came before the Coventry Technical Review Committee at its February 17, 2026 meeting as a Preliminary Plan for a Minor Subdivision in accordance with Article V, § D.3. of the Coventry Subdivision & Land Development Regulations.

An application and plan were submitted for review on November 26, 2025, and revised narrative documents were provided on February 9, 2026. The applicant seeks to merge two existing lots and subdivide them into three new conforming lots. The existing dwelling at 31 Hoxie Court will remain on Proposed Lot 2, which will be 1.24 acres in size. Proposed Lots 1 and 3 will be 0.49 and 0.46 acres in size, respectively, and would be developed with one single-family dwelling each. All three lots would be accessible via a proposed extension of Notre Dame Street terminating in a cul-de-sac.

The members of the Technical Review Committee reviewed the following documents related to this application when preparing the comments below:

Hoxie Court Place - Preliminary Plan Set.pdf  
Hoxie Court Place - Project Narrative Supplement.pdf  
Hoxie Court Place - Revised Project Narrative.pdf  
Hoxie Court Place - Submission Waivers.pdf  
Hoxie Court Place - Water Design Calculations.pdf  
Hoxie Court Place - Water Project Memo.pdf  
Hoxie Court Place - Wetlands Biologist Report.pdf

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### TOWN ENGINEER

- As stated in the Project Narrative dated November 2025 (Revised February 2026), all existing impervious amenities on Lot 2 are required to be included in the Stormwater Analysis. Engineering is not in receipt of all required stormwater design information and without receipt of this information, concerns exist that this may lead to significant negative environmental impacts.

## PRINCIPAL PLANNER

- Planning staff notes that the applicant has itemized all necessary waivers from the Subdivision Regulations in a new Project Narrative Supplement, which satisfies prior TRC comments on this matter.
- The applicant shall provide a formal Landscape Plan and street tree specifications with the Final Plan submission for this proposed subdivision. The applicant's new Project Narrative Supplement confirms that the proposed street trees will conform to the Subdivision Regulations standards for street trees – Article XIII, B.13.
- The proposed cul-de-sac extending from Notre Dame Street will be 187.13' in length, which is consistent with the Subdivision Regulations for minimum and maximum cul-de-sac widths – Article XIII, Section B.8.
- The applicant has stated their intent to complete the construction of all public improvements prior to Final Plan. The applicant submitted bond estimates on February 13th, which are under review by the Town Engineer at this time.
- The applicant and/or future owners of the subdivided lots will be responsible for long-term maintenance of the stormwater infrastructure. The section of the drainage basin located in proposed Lot 1 can remain in its current location straddling the proposed public right-of-way extension, but should be privately maintained.
- The applicant can assign maintenance responsibility to the future property owner for Lot 1 or multiple property owners through an HOA. Final legal documentation, such as deed restrictions, easements, and HOA provisions (if applicable), shall be required as part of the applicant's Final Plan submission.

## PUBLIC WORKS DIRECTOR DESIGNEE

- Right-of-way width and roadway width shall at minimum be the width of existing roadway/right Notre Dame Street, shown on plans as 40 ft right-of-way. If the applicant would like to apply to the Town Council to accept the street as public, the street must meet the minimum conditions of construction and approval process found in Coventry Town Code Article III Acceptance of Private Streets.
- Should a public right-of-way be established, no plantings or infrastructure in the public right-of-way will be the maintenance responsibility of the Town of Coventry.
- Adequate area must be established for the storage of snow.
- As no sidewalks are proposed, all driveways and associated aprons are the maintenance responsibility of others, not the Town of Coventry.
- Stormwater management will remain private property and shall be maintained in perpetuity by others – not the Town of Coventry. The Town of Coventry will not maintain stormwater management proposed by the developer.
- The landscaping, as described in the November 7, 2025 letter from Thomas J. Cronin, including clearing of land, removal of existing vegetation, revegetation and/or landscaping showing buffer areas, screening, fencing and plantings and a schedule for landscaping is required and must be submitted by the applicant with adequate time for staff review, comments, and revisions by the applicant if required prior to final approval.

- No weak-wooded or invasive plants will be approved. A list of all plantings to be installed shall be provided with the landscape plans. Plans must show all measures to be taken to protect all plantings, particularly trees, during construction.
- Existing septic system and associated leach field shall be protected during construction. Please include protection methods to be used on landscape plan.

FIRE REPRESENTATIVE

- No comments at this time.

POLICE CHIEF

- No comments at this time.

PLANNING COMMISSION CHAIR

*The Planning Commission Chair recused as this item will be heard before the Planning Commission.*



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## TECHNICAL REVIEW COMMITTEE REPORT

**DATE:** March 16, 2026  
**PROJECT NAME:** "Hoxie Court Place"  
**PROPERTIES:** AP 88, Lots 87 and 88.2  
**ADDRESS:** Hoxie Court and Notre Dame Street  
**ZONE:** R-20 (Residential)  
**OWNER:** Bruce B. Gibb and Victoria M. Gibb  
**APPLICANT:** NBG Construction

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This matter came before the Coventry Technical Review Committee at its March 16, 2026 meeting as a Preliminary Plan for a Minor Subdivision in accordance with Article V, § D.3. of the Coventry Subdivision & Land Development Regulations.

An application and plan were submitted for review on November 26, 2025, and revised narrative documents were provided on March 10, 2026. The applicant seeks to merge two existing lots and subdivide them into three new conforming lots. The existing dwelling at 31 Hoxie Court will remain on Proposed Lot 2, which will be 1.24 acres in size. Proposed Lots 1 and 3 will be 0.49 and 0.46 acres in size, respectively, and would be developed with one single-family dwelling each. All three lots would be accessible via a proposed extension of Notre Dame Street terminating in a cul-de-sac.

The members of the Technical Review Committee reviewed the following documents related to this application when preparing the comments below:

Hoxie Court Place - Revised Stormwater O&M Plan.pdf  
Hoxie Court Place - Revised Drainage Evaluation.pdf  
Hoxie Court Place - Revised Preliminary Plan Set.pdf  
Hoxie Court Place - Revised Project Narrative Supplement.pdf  
Hoxie Court Place - Revised Project Narrative\_1.pdf

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### TOWN ENGINEER

- All previous comments have been addressed. No additional comments.

### PRINCIPAL PLANNER DESIGNEE

1. The applicant's revised Drainage, Grading, and Erosion Control Plan (sheet 4) shows that the proposed infiltration basin has been relocated to be sited entirely on Proposed Lot 1, adjacent to the proposed Notre Dame Street cul-de-sac. Per the revised site design, no drainage

infrastructure will be located in the public right-of-way. This change addresses Planning staff's comments from previous TRC reviews.

2. The applicant's new Stormwater Operation and Maintenance Plan assigns all maintenance responsibilities for the infiltration basin to the future property owner for Proposed Lot 1, upon completion of construction. This change addresses Planning staff's comments from previous TRC reviews.

PUBLIC WORKS DIRECTOR DESIGNEE

- No comments at this time.

FIRE REPRESENTATIVE

- No comments at this time.

POLICE CHIEF

- No comments at this time.

PLANNING COMMISSION CHAIR

*The Planning Commission Chair recused as this item will be heard before the Planning Commission.*