



# City of Woonsocket, RI

## Design Review Commission Meeting Minutes

**Date/Time:** Tuesday, July 12, 2022 | 7PM  
**Location:** Harris Hall, 3<sup>rd</sup> Floor – City Hall, 169 Main Street, Woonsocket, RI 02895

### I. CALL TO ORDER

Chair Finlay called the meeting to order at 7:27PM.

### II. ATTENDANCE REVIEW

Commissioners in Attendance:

1. Kenneth Finlay, Chair
2. Wendall Gardner, Vice-Chair
3. Jonathan Pratt, Member

Staff in Attendance:

1. Kenneth Kirkland, City Planner
2. Michael Debrousse, Planning & Development Director
3. Veronicka Vega, Recording Secretary

### III. REVIEW/ APPROVAL OF MINUTES

### IV. MEETING BUSINESS

#### A. **Appointment of Design Review Officer & Alternate Design Review Officer**

Director Debrousse stated the City Planner position typically serves as the Commission's Design Review Officer and requires a separate appointment from that of the City Planner and Administrative Officer. Additionally, it was discussed as best practice, the appointment of an alternate officer to assume and perform the primary officer's duties, roles, and responsibilities in the event their temporary unavailability or inability to perform said functions, allowing for efficient operational continuation. Director Debrousse stated that these items are reflected in the draft Resolution. Chair Finlay read Design Review Commission Resolution 22-R-01 in its entirety into the record.

Motion to Appoint City Planner Kirkland as Design Review Officer, and Director Debrousse as Alternate Design Review Officer: Vice-Chair Gardner

Second: Commissioner Pratt

Discussion: None

Vote:

|                     |     |
|---------------------|-----|
| Chair Finlay:       | Yes |
| Vice-Chair Gardner: | Yes |
| Member Pratt:       | Yes |

**MOTION**

**PASSED**

**3-0-0**

#### B. **Design Review** | Applicant/Owner: Qing Weng | Project Location: 1730 Diamond Hill Road (Lot 46-25)

The Applicant briefly discussed plans to establish a Chinese restaurant within the existing building, formerly Pizza Hut. Director Debrousse pursued a line of questioning to gather more detail to aid the Commission in their decision. Regarding experience, the Applicant explained that he owns two (2) restaurants in Attleboro Massachusetts that have been in business for over ten (10) years. Director Debrousse stated that the property is in disrepair and the Applicant would like to make landscaping and site improvements to bring business to the Diamond Hill area. City Planner Kirkland stated that the proposed landscaping reestablishes a planting layout

with the same species that was approved in the original 1975 site plan. Other minor improvements include top-course paving, parking restriping, and repairing the concrete berm along Diamond Hill Road in front of the proposed reestablished landscaping buffer.

The Applicant explained that he also plans to add outdoor seating. Director Debrousse added that outdoor dining is under the City Council's jurisdiction; Vice-Chair Gardner asked if there was sufficient parking and if the outdoor seating or snow accumulation would affect parking. Director Debrousse stated that there is more than sufficient parking already existing; City Planner Kirkland noted that the parking calculation on the Plan includes those for outdoor dining.

Chair Finlay asked if there are adequate setbacks for the proposed freezers. City Planner Kirkland explained that would be up to the Zoning Official for review. He added that there was conflicting information as to whether the outdoor dining area would be on-grade, (no zoning relief required) or on a new deck structure, (zoning relief likely required). If the latter were the case, the Applicant could include both proposals (new decking and freezers) on one petition to the Zoning Board of Review. City Planner Kirkland noted that this Application originally came to his attention as a commercial tenant fit-out through the building permit process, and that there were still software issues being worked out to better assign review requirements to certain project types. He also noted that since zoning approval is a separate process, Recommended Conditions #6 & #7 in Addendum 1 was written to account for Plan revisions referencing zoning approval if determined to be necessary by the Zoning Official. The language in Recommended Condition #6 could be replicated to address the proposed freezers as well.

Chair Finlay summarized that Item II, (§12.1-5(1-9); §12.1-6; §12.1-6.1; §12.1-6.2(1-3)); Item III, and Item IV of the Staff Report; and that Items II-IV of the Staff Report Addendum 1, both dated July 12, 2022 be included into the record. Director Debrousse suggested, and Chair Finlay agreed that the Commission could add an additional condition that the proposed outdoor freezers be subject to the Zoning Board of Review or review by the Zoning Official.

Motion to Approve the Design Review Site Plan and adopt the Recommended Conditions of Approval as outlined, with the addition of one (1) condition for the proposed freezers as noted: Vice-Chair Gardner

Second: Member Pratt

Discussion:

- Condition 8: Proposed freezers dimensions and all necessary related information shall be depicted on the Plan and shall be submitted to the Design Review Officer for administrative review and approval upon submission of a building permit application to the DPD: Building & Code Enforcement Division.

Vote:

|                     |     |
|---------------------|-----|
| Chair Finlay:       | Yes |
| Vice-Chair Gardner: | Yes |
| Commissioner Pratt: | Yes |

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|---------------|---------------|--------------|
| <b>MOTION</b> | <b>PASSED</b> | <b>3-0-0</b> |
|---------------|---------------|--------------|

V. NEXT MEETING: TBD.

VI. ADJOURNMENT

Motion to adjourn the meeting at 8:05PM: Vice-Chair Gardner

Second: Commissioner Pratt

Discussion: None

Vote:

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|---------------------|-----|
| Chair Finlay:       | Yes |
| Vice-Chair Gardner: | Yes |
| Commissioner Pratt: | Yes |

MOTION

PASSED

3-0-0

Respectfully Submitted,

Veronica Vega  
Recording Secretary