



City of Woonsocket, RI

Planning Board Meeting Minutes

Date/Time: Tuesday, February 1, 2022 | 6 PM

Location: Teleconference Via Zoom, Meeting ID: 817 8094 7957

I. Call to Order

Chairman Finlay called the meeting to order at 6:29 PM.

II. Attendance Review

Members in Attendance

1. Ken Finlay, Chairman
2. Wendall Gardner, Vice-Chairman
3. Jon Pratt
4. Roji Eappen (Lost connection partway through the meeting)

Staff in Attendance:

1. Kevin Proft, City Planner/Administrative Officer
2. Genesis Johnson, Recording Secretary
3. Carl Johnson, Zoning Official

III. Correction/Approval of Minutes

Motion to APPROVE Design Review Commission Minutes of October 5, 2021: Vice-Chairman Gardner

Second: Chairman Finlay

Discussion: None.

Vote:

Chairman Finlay	Yes
Vice-Chairman Gardner	Yes
Member Eappen	Abstained
Member Pratt	Yes

Motion Passed

3-0-1

Motion to APPROVE Planning Board Minutes of November 9, 2021: Chairman Finlay

Second: Member Eappen

Discussion: None.

Vote:

Chairman Finlay	Yes
Vice-Chairman Gardner	Abstained
Member Eappen	Yes
Member Pratt	Yes

Motion Passed 3-0-1

Motion to APPROVE Design Review Commission Minutes of November 9, 2021: Member Eappen

Second: Member Pratt

Discussion: None.

Vote:

Chairman Finlay	Yes
Vice-Chairman Gardner	Abstained
Member Eappen	Yes
Member Pratt	Yes

Motion Passed 3-0-1

Motion to APPROVE Planning Board Minutes of January 4, 2022: Vice-Chairman Gardner

Second: Chairman Finlay

Discussion: None.

Vote:

Chairman Finlay	Yes
Vice-Chairman Gardner	Yes
Member Eappen	Abstained
Member Pratt	Yes

Motion Passed 3-0-1

IV. Meeting Business

- a. **Election of Planning Board Officers** | The Planning Board will elect its Secretary. This role was left unfilled at the January 4, 2022 Planning Board meeting.

Motion to NOMINATE Member Eappen for Secretary: Chairman Finlay

Second: Vice-Chairman Gardner

Discussion: None.

Vote:

Chairman Finlay	Yes
Vice-Chairman Gardner	Yes
Member Eappen	Yes
Member Pratt	Yes

Motion Passed

4-0-0

- b. **Discussion Regarding Parking Minimums** | The Planning Board will review existing parking requirements and discuss potential approaches to amend parking requirements to better suit the goals of the City and developers. No vote is associated with this agenda item.

Noting the difficulties developers face when working to meet the City's parking requirements in Section 5 of the Zoning Ordinance, Mr. Proft presented some recommended amendments to the Board that would better reflect the City's goals and developer's needs. He provided a St. Paul, Minn, Parking Study as well as parking analysis from the Main Street Livability Plan to support these recommendations.

Mr. Proft suggested potentially reducing parking space width and parking lot aisle requirements to allow developers greater design flexibility. Member Pratt voiced concern with the suggestion of reducing space widths and aisle widths due to vehicle sizing and maneuverability and recommended further study before moving forward with any proposals to the City Council. The Board agreed.

Mr. Finlay stated that his primary concern was to calibrate parking minimums to better align with the Developer's needs and city's goals of reducing impervious surface.

Zoning Official Carl Johnson joined the meeting and generally agreed that Section 5 of the Zoning Ordinance was in need of an overhaul. He pointed out the challenge he faces when trying to fit many of the allowed uses in Section 4 of the Zoning Ordinance into an appropriate Parking Requirement category in Section 5 of the Zoning Ordinance and requested this be resolved as part of the process.

Mr. Proft also talked the Board through the Amendment Process should they choose to move forward with any of these recommendations. Chairman Finlay said he supported going to the City Council to confirm their interest in the project before conducting further research.

V. Administrative Officer's Report

Mr. Proft presented the Board with an update of current Planning Department projects, including developments and their statuses as well as the status of the Comprehensive Plan. The survey for community participation opened on January 26th, 2022, and the Steering Committee had their first monthly meeting on January 11th, 2022.

Mr. Proft also informed the Board that Genesis Johnson would be resigning her position as the Recording Secretary for the Planning Board and Design Review Commission. The Board and Mr. Proft thanked her for her work and time.

VI. Next Meeting Date:
March 1, 2022

VII. Adjournment

Motion to adjourn the meeting at 8:14 PM: Vice-Chairman Gardner

Second: Member Pratt

Discussion: None.

Vote:

Chairman Finlay	Yes
Vice-Chairman Gardner	Yes
Secretary Eappen	Absent
Member Pratt	Yes

Motion Passed	4-0-0
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