



# City of Woonsocket, RI

## Planning Board Meeting Minutes

**Date/Time:** Tuesday, May 3, 2022 | 6PM  
**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 6:00PM.

### II. ATTENDANCE REVIEW

Members in Attendance:

1. Kenneth Finlay, Chair
2. Roji Eappen, Secretary
3. Jonathan Pratt, Member

Members Absent:

1. Wendall Gardner, Vice-Chair

Staff in Attendance:

1. Kevin Proft, City Planner/Administrative Officer
2. June Mousseau, Recording Secretary
3. Michael Debrousse / Planning & Development Director
4. Kenneth Kirkland / Interim City Planner

### III. CORRECTION / APPROVAL OF MINUTES

Motion to table the Planning Board Minutes of April 5, 2022: Chair Finlay

Second: Secretary Eappen

Discussion: None

Vote:

Chair Finlay:	Yes
Secretary Eappen:	Yes
Member Pratt:	Yes

<b>Motion</b>	<b>Passed</b>	<b>3-0-0</b>
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### IV. MEETING BUSINESS

#### A. Resignation of Administrative Officer & Appointment of Interim Administrative Officer

Kevin Proft, Administrative Officer of the Planning Board, resigned his position with the City of Woonsocket on April 29, 2022. Mr. Kenneth Kirkland is under contract to fill in as Interim City Planner but Michael Debrousse, Director of Planning & Development, will be appointed Interim Administrative Officer until a permanent City Planner is hired by the City. The appointment of Interim Administrative Officer is in effect until the City Planner position is permanently filled.

Motion to table the Planning Board Minutes of April 5, 2022: Chair Finlay

Second: Secretary Eappen

Discussion: None

Vote:

Chair Finlay:	Yes
Secretary Eappen:	Yes

Member Pratt: Yes

**Motion Passed 3-0-0**

**B. Minor Subdivision – Preliminary Plan Review**

Applicant/Owner: Ryan Gagnon

Project Location: 590 Jillson Ave. (Lot 31-66)

Project Description: The Applicant proposes to subdivide 590 Jillson Ave. into two (2) lots. No new development is proposed at this time. Attorney Robert Larger represented Applicant/Owner Gagnon at the meeting. Attorney Larger stated that they completed all steps in the Staff Report and a copy of the new Plan was sent to the Planning Department today. Administrative Officer Proft stated that all relevant easements need to be identified on the Plan. Director Debrousse stated the City granted easements for the residents that live there for access in and out. Plan is dated May 2, easement book and page recorded by the City is on the Plan. After reading the Findings of Fact, Chair Finlay asked Director Debrousse if he was okay with administrative final approval. Director Debrousse stated that he would clarify Condition #7 regarding metes and bounds for both 590 Jillson and proposed Lot 1.

Findings Of Fact:

Chair Finlay read the Findings of Fact paragraphs 1 – 7 with the eight (8) Conditions of Approval in paragraph 7. Director Debrousse stated that Condition #7 should be rephrased to include metes and bounds for both 590 Jillson and the proposed Lot 1. Chair Finlay made note of it.

Amendment: In paragraph VII, insert “for both lots” at the end of Condition #7 after “Final Plan Approval”

Motion that the Preliminary Minor Subdivision Plan proposed by Ryan Gagnon, 590 Jillson Ave., Woonsocket, RI 02895, be approved with conditions as stated: Secretary Eappen

Second: Member Pratt

Discussion: None

Vote:

Chair Finlay: Yes

Secretary Eappen: Yes

Member Pratt: Yes

**Motion Passed 3-0-0**

**C. Discussion Regarding Parking Regulations**

Administrative Officer Proft stated that he has discussed the ongoing review of the existing parking regulations in the Zoning Ordinance with Interim City Planner Kirkland which can be used to discuss potential amendments to better suit the goals of the City and developers.

**V. ADMINISTRATIVE OFFICER'S REPORT**

**A. Summary of approved and/or recorded subdivisions, design review projects, or river corridor review projects**

**1. Administrative Subdivision:**

67 Roy Ave., (Lot 31-10) and 0 Bertenshaw Rd., (Lot 31-5)

Mr. Proft discussed the subdivision approved last month regarding Roy Avenue & Bertenshaw Road that transferred approximately four acres of land from a private owner to an existing City lot. The lot where the new water treatment was built will benefit the City, and the garage can be used by DPW to store equipment.

**B. Summary of Progress on Comprehensive Plan**

**1. Summary of Public Input from First Workshop:**

Mr. Proft stated that we will have more workshops in June & July. They will go over goals and policy actions that the public wants to see.

- C. **Discussion of Board Member Workshops** | RIDOA: Statewide Planning Division has made available two (2) free online educational workshops for municipal volunteer officials on conducting effective public meetings, (Workshop 1) and making land-use decisions, (Workshop 2). There is no vote associated with this agenda item.

D. **Summary of DPD: Planning Division Projects**

1. Longley Building RFP

Mr. Proft stated that we received a grant to install an ADA elevator. The goal is to try to make it more ready for a developer to redevelop it. We put out an RFP in April. There was a mandatory walk through of the building, only one person showed up. If they have a good proposal, then they will be the Architect to design the elevator shaft and ADA improvements. The we will put in another RFP for more improvements.

2. RIDEM Brownfields Assessments Secured

Mr. Proft stated that we were able to get more grants for the cleanup regarding the Remedial Action Work Plan for 719 River Street and 20 Privilege Street.

3. 719 River Street Demolition Progressing

Mr. Proft stated a consultant was hired to do the reporting regarding the asbestos. As soon as we receive the asbestos abatement letter then we can start the demo process, possibly in 2-4 or as much as 4-6 weeks. Mr. Proft stated that the demo must occur in order to do further assessments for the future removal of underground tanks that have leaked over the years.

VI. NEXT MEETING: Tuesday, June 7, 2022 @6PM.

VII. ADJOURNMENT

Motion to adjourn the meeting at 6:52PM: Secretary Eappen

Second: Member Pratt

Discussion: None

Vote:

Chair Finlay: Yes

Secretary Eappen: Yes

Member Pratt: Yes

**Motion** **Passed** **3-0-0**