



# City of Woonsocket, RI

## Planning Board 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 7:02PM.

### II. ATTENDANCE REVIEW

Members in Attendance:

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

Staff in Attendance:

1. Kenneth Kirkland, Interim City Planner
2. Michael Debrouse, Interim Administrative Officer / Planning & Development Director
3. Veronicka Vega, Recording Secretary

### III. REVIEW/ APPROVAL OF MINUTES

Motion to approve the Planning Board Meeting Minutes of June 7, 2022: Member Pratt

Second: Vice-Chair Gardner

Discussion: None

Vote:

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

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

#### A. **Appointment of City Planner**

Director Debrouse stated that the Board is required to formally appoint the City Planner in accordance with Chapter 10, Article 5, Section 2 of the City Charter. There was a general discussion between Chair Finlay, Director Debrouse, and the Board regarding Mr. Kirkland's credentials and experience, with a broad consensus on his appropriateness for the City Planner position. Director Debrouse added, and Chair Finlay agreed, that the necessary six-month probationary period shall be retroactive to the interim appointment date of April 25, 2022. Tonight's appointment would be followed with a formal appointment letter to be signed by all applicable individuals.

Motion to formally appoint Kenneth R. Kirkland as City Planner: Vice-Chair Gardner

Second: Member Pratt

Discussion: None

Vote:

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

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

**B. Appointment of Administrative Officer**

Director Debroisse stated the City Planner position serves as the Board's Administrative Officer and requires a separate appointment. 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 Debroisse stated that these items are reflected in the draft Resolution. Chair Finlay read Planning Board Resolution 22-R-03 in its entirety into the record. Director Debroisse added, and Chair Finlay agreed, to the addition of a Section 5 stating that the appointment shall be retroactive to the interim appointment date of April 25, 2022.

Motion to Appoint City Planner Kirkland as Administrative Officer, and Director Debroisse as Alternate Administrative Officer: Vice-Chair Gardner

Second: Member Pratt

Discussion: None

Vote:

Chair Finlay:                                      Yes

Vice-Chair Gardner:                                      Yes

Member Pratt:                                      Yes

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

**V. OLD/ONGOING BUSINESS**

**A. Discussion Regarding Parking Regulations**

Director Debroisse brought to the Board's attention that there was a parking study done by an independent researcher that would be uploaded to webpage and sent out before the next meeting.

**B. Technology**

Chair Finlay mentioned there was a grant or other funding source that was at some point available to another municipal body for tablets and/or laptops and inquired if it were still available, explained that this would be helpful for reviewing plans, studies, and would save paper on Staff. Director Debroisse stated he'd look into it for the Board.

**C. Board Vacancies**

Director Debroisse addressed the Board explaining that the Mayor has someone in mind for one (1) of the vacancies, which would be addressed at the next meeting if all goes well.

**VI. ADMINISTRATIVE OFFICER'S REPORT**

**A. Staff Recommendations – Zoning Board of Review**

No discussion.

**B. Summary of Approved and/or Recorded Subdivisions, Design Review, or River Corridor Review Projects**

**1. Bernon Mills**

Director Debroisse stated that the Bernon Mills developers have asked for an extension from the Zoning Board of Review. No work has been started but the property has been purchased and received historic designation to secure funding and move forward.

**C. Summary of Progress on Comprehensive Plan Update**

Director Debroisse stated that Staff has been working with Consultant Horsley Witten Group to do outreach at local events such as Levitt Amp as well as on social media. He asked Board Members to take the survey themselves and pass along to other residents as well.

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

Director Debroisse stated that the Staff has been very busy with grant management and that the City was recently awarded a \$650,000 EPA Cleanup Grant for 719 River Street, and a \$500,000 EPA Assessment Grant

for the East School & Pond Streets Redevelopment District. Chair Finlay asked about the brownfields on Pond and East School Street. City Planner Kirkland clarified that the entire 110-acre site is called the East School and Pond Street Redevelopment District and it encompasses multiple Brownfields sites, four (4) of which, totaling 38-acres, is the target of the Assessment.

Chair Finlay asked about the progress at 1265 Mendon Road; Director Debrousse stated that although Staff and the State have reached out to offer development assistance, the Owner has not responded.

VII. NEXT MEETING: Tuesday, August 2, 2022, 6PM.

VIII. ADJOURNMENT

Motion to adjourn the meeting at 7:26PM: Vice-Chair Gardner

Second: Member Pratt

Discussion: None

Vote:

Chair Finlay: Yes

Vice-Chair Gardner: Yes

Member Pratt: Yes

<b>Motion</b>	<b>Passed</b>	<b>3-0-0</b>
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Respectfully Submitted,

Veronica Vega  
Recording Secretary