

Kenneth J. Hopkins
Mayor

Michael E. Smith
President

Jason M. Pezzullo, AICP
Planning Director



Richard Bernardo
Robert Coupe
James Donahue
Steven Frias
Kathleen Lanphear
Ann Marie Maccarone
Frank Ritz
Thomas Zidelis

CITY PLAN COMMISSION
Cranston City Hall
869 Park Avenue, Cranston, RI 02910

DRAFT MEETING MINUTES

Tuesday, November 1st, 2022 – 6:30PM

3rd Floor - City Council Chamber, 869 Park Avenue, Cranston RI

CALL TO ORDER

Chairman Smith called the meeting to order at 6:36 p.m. in the Council Chamber, 869 Park Avenue.

The following Commissioners were in attendance for the meeting: Chairman Michael Smith, Richard Bernardo, Robert Coupe, Steven Frias, Kathleen Lanphear, Frank Ritz, and Thomas Zidelis. Commissioners James Donahue and Ann Marie Maccarone were absent.

The following Planning Department members were in attendance: Jason M. Pezzullo, AICP, Planning Director; Douglas McLean, AICP, Principal Planner; Gregory Guertin, Senior Planner; Alexander Berardo, Planning Technician; and Amelia Lavalley, Planning Department Intern.

Also attending: Steve Marsella, Esq., Assistant City Solicitor.

APPROVAL OF MINUTES

- 10/4/22 City Plan Commission Meeting (vote taken)
- 10/19/22 Special Joint Site Walk (747 Pontiac) (vote taken)

Chairman Smith asked if the Commissioners wished to recommend any edits prior to voting on the minutes from the regular October Plan Commission meeting. Hearing none, he then asked for a motion to accept and approve the draft minutes as submitted.

Upon motion made by Mr. Bernardo, and seconded by Mr. Ritz, the City Plan Commission voted 7-0 to accept the regular City Plan Commission meeting minutes of 10/4/22 as submitted.

Similarly, Chairman Smith asked the Commissioners to provide suggested edits for the Special Joint Site Walk meeting minutes, but none did. He then asked for a motion.

Upon motion made by Mr. Frias, and seconded by Mr. Bernardo, the City Plan Commission voted 5-0 (Mr. Coupe and Ms. Lanphear abstained) to accept the Special Joint Site Walk meeting minutes of 10/19/22 as submitted.

ORDINANCES AND RESOLUTIONS

- **9-22-01** - Ordinance in amendment of Chapter 17 of the Code of the City of Cranston, 2005, entitled "Zoning" – Change of zone for 747 Pontiac Avenue – A-6 to C-2 with conditions

Planning Director Jason Pezzullo said that Planning Staff and Ms. Lanphear both noticed an error in the Ordinances and Resolutions section of the agenda earlier this afternoon, namely that there was no indication that a vote would be taken on Ordinance 9-22-01. Director Pezzullo said that the Commission was set to hear the Ordinance and the Master Plan application for 747 Pontiac Avenue in tandem, but he also noted that the Commission's prior practice in case of agenda errors has been to continue the matter to a date certain out of an abundance of caution so that the agenda item can be properly listed before the Commission opens the hearing. He said Staff asked the Commission to follow that precedent and wondered if Tuesday, November 15, 2022 at 6:30pm would be an acceptable meeting date, as the applicant had indicated they could attend on that date.

Mr. Frias asked if the Commission should allow the members of the public who had come to the meeting an opportunity to speak tonight, but Solicitor Marsella advised against it, as the neither the applicant nor its representation was in attendance.

Chairman Smith said the Commission takes public notice seriously and should err on the side of full clarity when votes are to be taken. He apologized to the public and the applicant on behalf of the Commission for the late discovery of the error and asked for a motion to continue the matter.

Upon motion made by Mr. Bernardo, and seconded by Mr. Ritz, the City Plan Commission voted 7-0 to **continue** the matter to November 15, 2022, 6:30pm, in the Council Chamber at City Hall.

SUBDIVISIONS AND MAJOR LAND DEVELOPMENTS

- **"747 Pontiac Ave. Residential Apartment Conversion"** (vote taken)
PUBLIC INFORMATIONAL MEETING
 MASTER PLAN – Major Land Development without street extension
 18-unit multi-family apartment conversion from a pre-existing nonconforming office use
 15% of total units (3 out of 18) will be deed restricted as affordable at 80% AMI
 Zoned A-6 (Pending 9-22-01 rezone ordinance would permit the proposed density)
 AP 9, Lot 146 (28,020 sq.ft. portion of)
 747 Pontiac Avenue

Chairman Smith also asked for a motion to continue the associated Master Plan application item to the November 15th meeting.

Upon motion made by Mr. Bernardo, and seconded by Mr. Ritz, the City Plan Commission voted 7-0 to **continue** the matter to November 15, 2022, 6:30pm, in the Council Chamber at City Hall.

As members of the public began to leave the Council Chamber, Director Pezzullo said that the agenda for the meeting would be modified, but new notice would not be sent out. Solicitor Marsella also clarified that although the vote will most likely occur on the 15th, technically (if the item took so long to be heard that it could not be concluded in a single evening) it does not have to occur on the 15th.

ZONING BOARD OF REVIEW – RECOMMENDATION

(vote taken)

- **HEIDY C. PAZ (OWN/APP)** has filed an application to request permission to construct a new single-family dwelling on an under-sized lot with reduced lot width at 0 Farmington

Avenue, A.P. 8, lot 1022; area 4,500 s.f.; zoned B1. Applicant seeks relief per 17.92.010-Variances; Section 17.20.120- Schedule of Intensity Regulations.

Due to the findings that the application is generally consistent with the Comprehensive Plan and that it does not alter the character of the neighborhood, upon motion made by Ms. Lanphear, and seconded by Mr. Coupe, the City Plan Commission voted 7-0 to forward a **positive recommendation** on the application to the Zoning Board of Review.

APPOINTMENT OF ADMINISTRATIVE OFFICER (vote taken)

- Gregory Guertin – Senior Planner

Director Pezzullo asked the Commission to vote to appoint Greg Guertin, the newly-appointed Senior Planner, as an Administrative Officer. He reminded the Commission that this is standard practice for new hires and ensures that they are authorized to perform basic administrative tasks on behalf of the Commission as the other Staff members do.

Upon motion made by Mr. Coupe, and seconded by Mr. Bernardo, the City Plan Commission voted 7-0 to **appoint** Mr. Guertin as an Administrative Officer.

PLANNING DIRECTOR'S REPORT

(no vote taken)

Director Pezzullo said the draft Hazard Mitigation Plan has been submitted to RIEMA and FEMA for review. He expects to hear back some time soon about whether the state and federal agencies have found any deficiencies in the Plan that they would like the City to address. As for the Comprehensive Plan update, he said Staff was still working on the RFP as well as the related CommerceRI grant.

Director Pezzullo then said the Capital Budget process would begin this month, and he would probably begin contacting the heads of each City department before Thanksgiving to start preparing their budgets.

Mr. Frias asked if anyone has a sense of when the Natick Ave Solar matter might come before the Commission again. Director Pezzullo said the applicant has not submitted any new materials to the Planning Department yet, and Solicitor Marsella said that although he didn't have any concrete knowledge of the applicant's progress either, he suspected at this point (given the upcoming elections and holidays), the Commission probably wouldn't see the matter before January.

ADJOURNMENT / NEXT REGULAR MEETING

(vote taken)

- Tuesday, December 6th, 2022 — City Hall Council Chambers, 869 Park Avenue

Chairman Smith reminded the Commission to return to the Council Chamber on November 15th at 6:30 p.m. to hear the Ordinance and Master Plan application for 747 Pontiac Avenue.

Upon motion made by Mr. Coupe, and seconded by Mr. Donahue, the City Plan Commission voted 7-0 to adjourn the meeting at 6:58 p.m.