

Woburn Redevelopment Authority
Minutes for April 25, 2017 Meeting
In the Council Committee Room
10 Common Street, Woburn, MA

Chairman Queenin called the April 25, 2017 Woburn Redevelopment Authority meeting to order at 5:00 p.m.

1. Roll Call of Members

Mr. Art Duffy, Mr. Gary Fuller and Chairman Queenin were present; Mr. Dave Ryan and Mr. Wayne McDaniel were absent. Additionally, WRA Administrator Tina Cassidy and City Planner Dan Orr were in attendance.

2. Approval of Minutes March 28, 2017

Mr. Art Duffer moved to approve the aforementioned minutes;
Mr. Gary Fuller seconded;
Motion carried 3-0-0.

3. Bills to be Paid

None.

4. Monthly Financial Report

Administrator Cassidy reported that the monthly financial report balance is \$64,069.65

Mr. Gary Fuller moved to approve the financial report;
Mr. Art Duffy seconded;
Motion carried 3-0-0.

5. Correspondence

None to report.

6. Update to Storefront Sign Program Scope

City Planner/Grant Writer Orr stated that Planning staff have drafted a correspondence letter to provide to “grandfathered” sign applicants relative to their window signage zoning conformance and would appreciate any feedback from Authority members.

Administrator Cassidy stated that for the new version of the sign/façade program, guidance on conforming to sign regulations has been incorporated into the application.

City Planner/Grant Writer Orr briefly reviewed an updated spreadsheet with all of the sign program applicants to date.

Mr. Gary Fuller inquired about touching base with the owner of Moore & Parker in order to move that application forward. The Authority was favorable to this idea.

Chairman Queenin stated that he would appreciate if staff could draft a press release to submit to the Daily Times for dissemination and vote on a draft by the next meeting.

7. Update on Downtown Parking

Chairman Queenin inquired about the progress on the City's acquisition and redevelopment of the Main Street parcel to construct a parking downtown. Administrator Cassidy stated that the acquisition is currently making its way through the legal process and there are no issues to report.

Chairman Queenin inquired about the timeline for the parking lot construction process. Administrator Cassidy responded that she does not have that answer off-hand but she will make an effort to obtain timeline information by the meeting of the WRA Parking Subcommittee on Thursday.

Planning Director Cassidy stated that, as far as Main Street parking lot next steps, there will still be a review conducted by the Department of Engineering in terms of developing the plan for the downtown parking lot on Main Street, as well as a Special Permit to obtain from the City Council relative to the allowance of compact parking spaces.

Planning Director further stated that there is a grant opportunity available in which the city could acquire free parking meters and only have to cover the installation cost/labor.

Mr. Gary Fuller stated that there are no further updates regarding parking, other than the Subcommittee will be meeting on Thursday.

8. Update on Lease/Other Updates

Administrator Cassidy stated that she is requesting approval from the Authority for an amendment to the lease to allow an extension of timing of movie showings until 10:00 pm on evenings in which they are shown.

Motion to approve the lead amendment relative to moving showings made by Mr. Art Duffy;
Seconded by Mr. Gary Fuller;
Motion carried, 3-0-0.

Mr. Gary Fuller stated that it looks as though progress is being made on the Armory re-use project and inquired about parking. Administrator Cassidy responded that she will plan to bring plans relative to the parking arrangements for that project to the next Parking Subcommittee meeting.

Mr. Gary Fuller inquired about the parking requirement and how it has been satisfied by the approved plan. Administrator Cassidy stated the all building-related applications must conform parking ratio requirements and that this application has done so.

Chairman Queenin inquired as to whether the topic of the rotary reconfiguration will be discussed at the next parking subcommittee meeting. Administrator Cassidy responded that it would be.

9. Next meeting

Chairman Queenin stated that the next WRA meeting will be held on May 23, 2017.

Administrator Cassidy stated that the parking subcommittee meeting will be held on Thursday, April 27th. A May meeting date is to be determined.

Mr. Gary Fuller inquired about the number of people working at City Hall. Planning Director Cassidy stated that she will research an answer to provide at the point of the subcommittee meeting.

10. Adjourn

Seeing no further business, Chairman Queenin called for a motion to adjourn.

Mr. Art Duffy moved to adjourn the meeting at 5:13 p.m.;
Mr. Gary Fuller seconded;
Motion carried 3-0-0.

Respectfully submitted,

Dan Orr
City Planner/Grant Writer