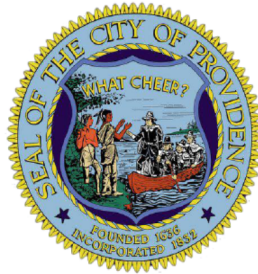


CITY OF PROVIDENCE

RHODE ISLAND



DOCKET - Final

Thursday, May 7, 2026

6:00 PM

Chamber of the City Council

City Council

The Credo of the Providence City Council is to be Industrious, to be Watchful and to Promote Peace. The bee, as a symbol of industry, is derived from the early colonial saying "Busy as a Bee"; the goose, as a symbol of watchfulness, is derived from the story of the goose whose cackling saved Rome; and the lamb, as a symbol of peace, is derived from the biblical use of the lamb as a symbol of peace.

ROLL CALL

INVOCATION

The Invocation will be given by [NAME]

PLEDGE OF ALLEGIANCE

Pledge of Allegiance to the Flag of the United States of America Led by [NAME].

APPROVAL OF MINUTES

Minutes of March 18th Meeting

Attachments: [Minutes of March 18th, 2026](#)

APPOINTMENTS BY HIS HONOR THE MAYOR

Test item for demo

APPOINTMENTS BY THE COUNCIL PRESIDENT

PRESENTATION OF ORDINANCES

Disability Waiver - Paul Tang

An Ordinance in Amendment of Chapter 27 of the Ordinances of the City of Providence, Entitled "The City of Providence Zoning Ordinance" Approved November 24, 2014, as Amended, to Change Certain Text in Articles 2, 4, 5, 9, 12, 13, 14, 16, 17, 18, 19, and 20.

Mile of History Project - \$6,200,000.00

This is a new item and not the same as the old one.

Attachments: [Providence RI - Drafting Agenda Items User Guide](#)
[New Attachment](#)
[club 1.jpg](#)

PRESENTATION OF RESOLUTIONS

Narragansett Electric Company Easement - 254 Eastwood Street

Attachments: [Narragansett Electric Company Easement - 254 Eastwood Street](#)

RESOLVED, That the City Council hereby Authorizes the Mayor to enter an easement with The Narragansett Electric Company doing business as Rhode Island Energy, over, under, and across a portion of City-Owned land at 254 Eastwood Street (Assessor's Plat 107, Lot 111).

Attachments: Narragansett Electric Company Easement - 254 Eastwood Street

[Replace with Title Text]

This is my test document for 12/3/2025

REPORT(S) FROM COMMITTEE(S)

**SPECIAL COMMITTEE ON ENVIRONMENT AND RESILIENCY
COUNCILOR SUE R. ANDERBOIS, Chair**

**NORTH MAIN STREET TASK FORCE
COUNCILOR SUE R. ANDERBOIS, Chair**

**COMMITTEE ON ORDINANCES
COUNCILMAN PEDRO J. ESPINAL, Chairman**

**COMMITTEE ON CLAIMS AND PENDING SUITS
COUNCILMAN JOHN GONCALVES, Chairman**

**COMMITTEE ON CITY PROPERTY
COUNCILMAN JOHN GONCALVES, Chairman**

**SPECIAL COMMITTEE ON STATE LEGISLATIVE AFFAIRS
COUNCILMAN JOHN GONCALVES, Chairman**

**SPECIAL COMMITTEE ON HEALTH, OPPORTUNITY, PROSPERITY AND
EDUCATION (HOPE)
COUNCILOR JUAN M. PICHARDO, Chair**

**COMMITTEE ON FINANCE
COUNCILWOMAN JO-ANN RYAN, Chairwoman**

**COMMITTEE ON PUBLIC WORKS
COUNCILMAN OSCAR VARGAS, Chairman**

FROM THE CLERK'S DESK

COMMUNICATIONS AND REPORTS

PRESENTATION OF RESOLUTIONS "IN CONGRATULATIONS"

PRESENTATION OF RESOLUTIONS "IN MEMORIAM"

CONVENTION

The City Council will Convene in the Chamber of the City Council, City Hall on
[DATE] at [TIME].

THIS MEETING WILL BE LIVESTREAMED ON OUR YOUTUBE CHANNEL:

<https://bit.ly/pvdmeetings>

**TINA L. MASTROIANNI
CITY CLERK**



CITY OF PROVIDENCE

RHODE ISLAND

Staff Report

File #: 25-110

Agenda Date: 5/7/2026

Agenda #:

Minutes of March 18th Meeting
Approve these minutes

Legistar Approving Agenda Items/Files

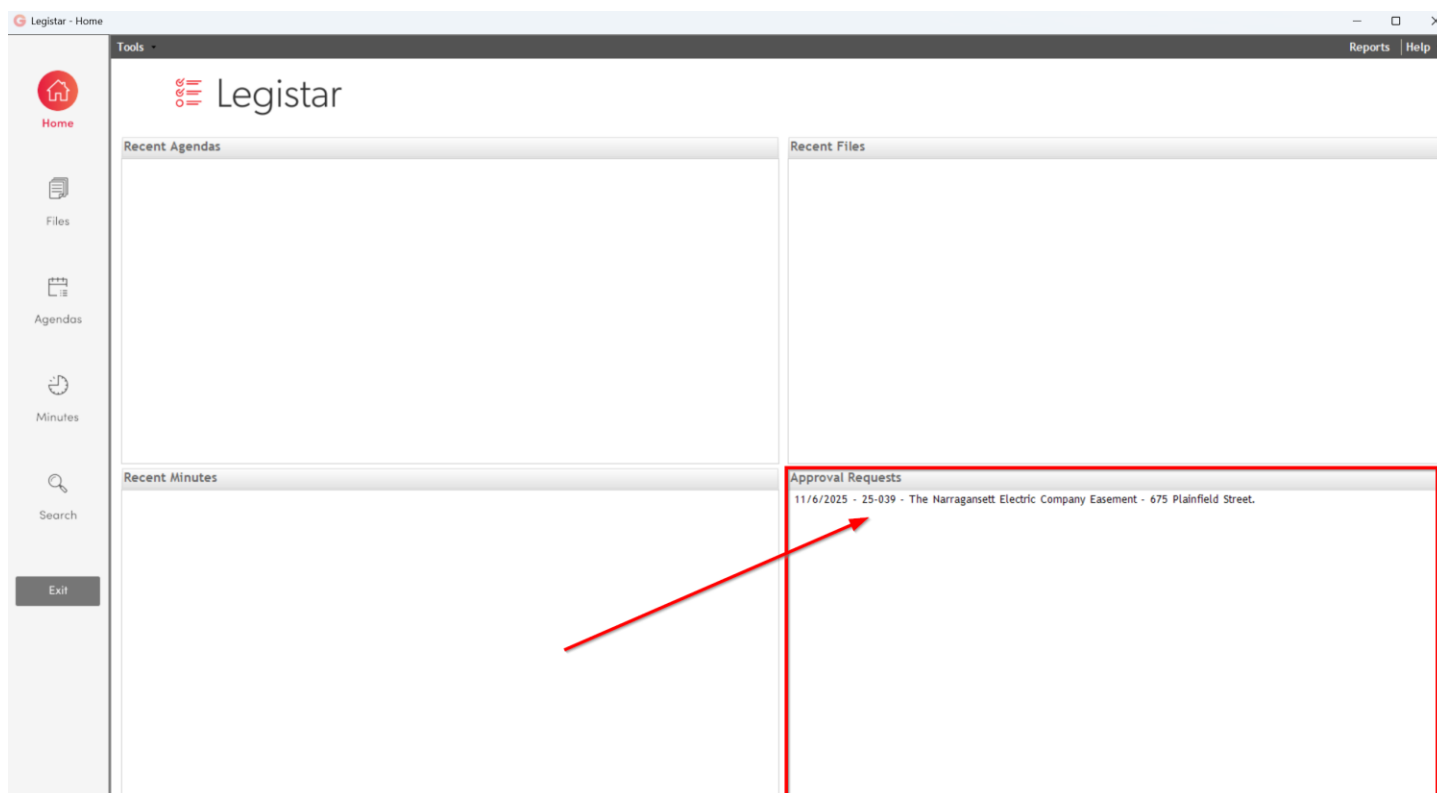
Providence, RI

Overview

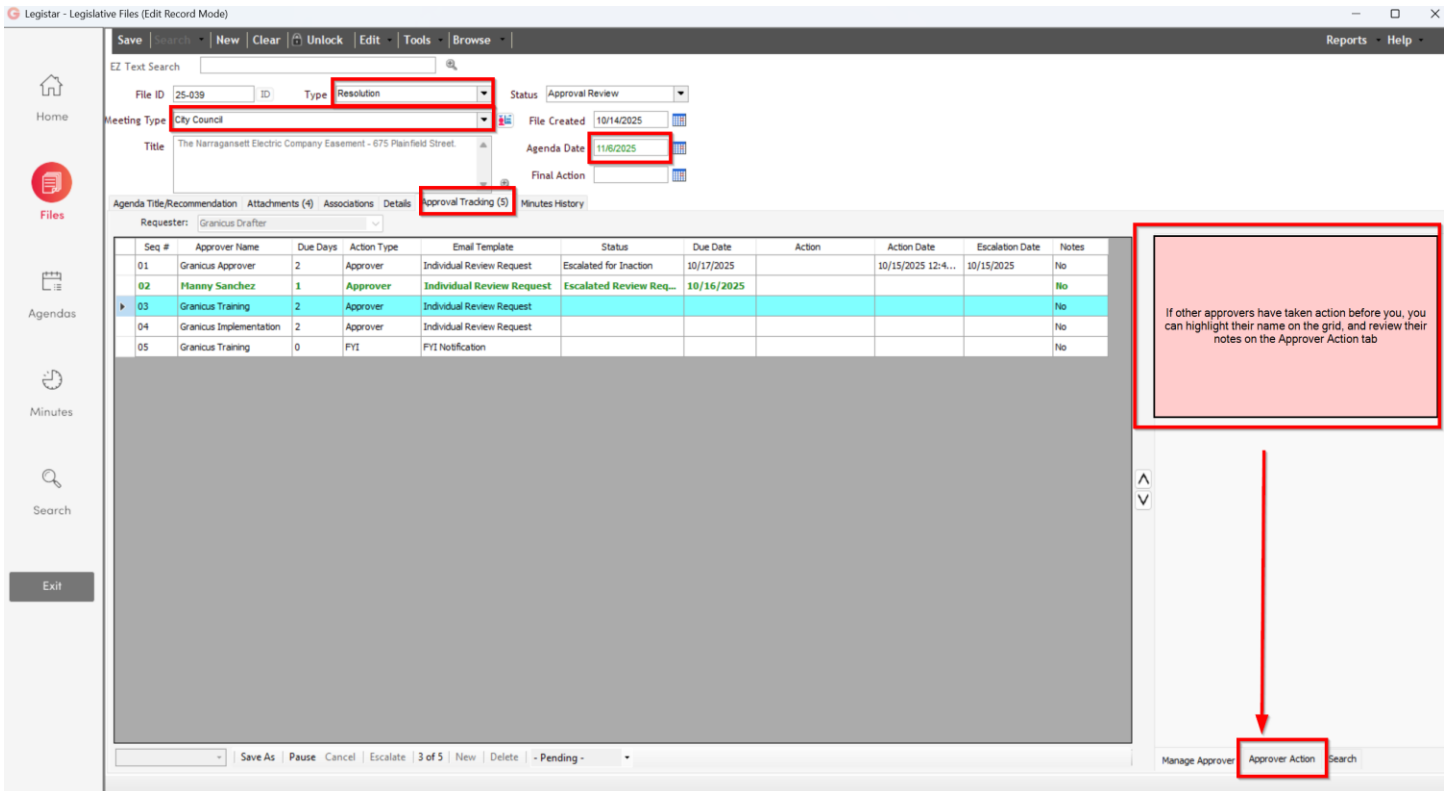
This quick reference guide provides instructions on how to review and Approve Agenda Items/Files. Most Files require review and approval prior to being added to an Agenda. Approvers will log into Legistar to review a File and act on it. Within the Legistar workflow, anyone who is part of an approval workflow is called an “Approver”.

Step 1: Reviewing an Agenda Item/File in Legistar

1. From the Home module, select the File to review and approve by double-clicking the item from the **Approval Requests** pane in the lower right quadrant of the screen. You will be taken to the **Approval Tracking** tab.



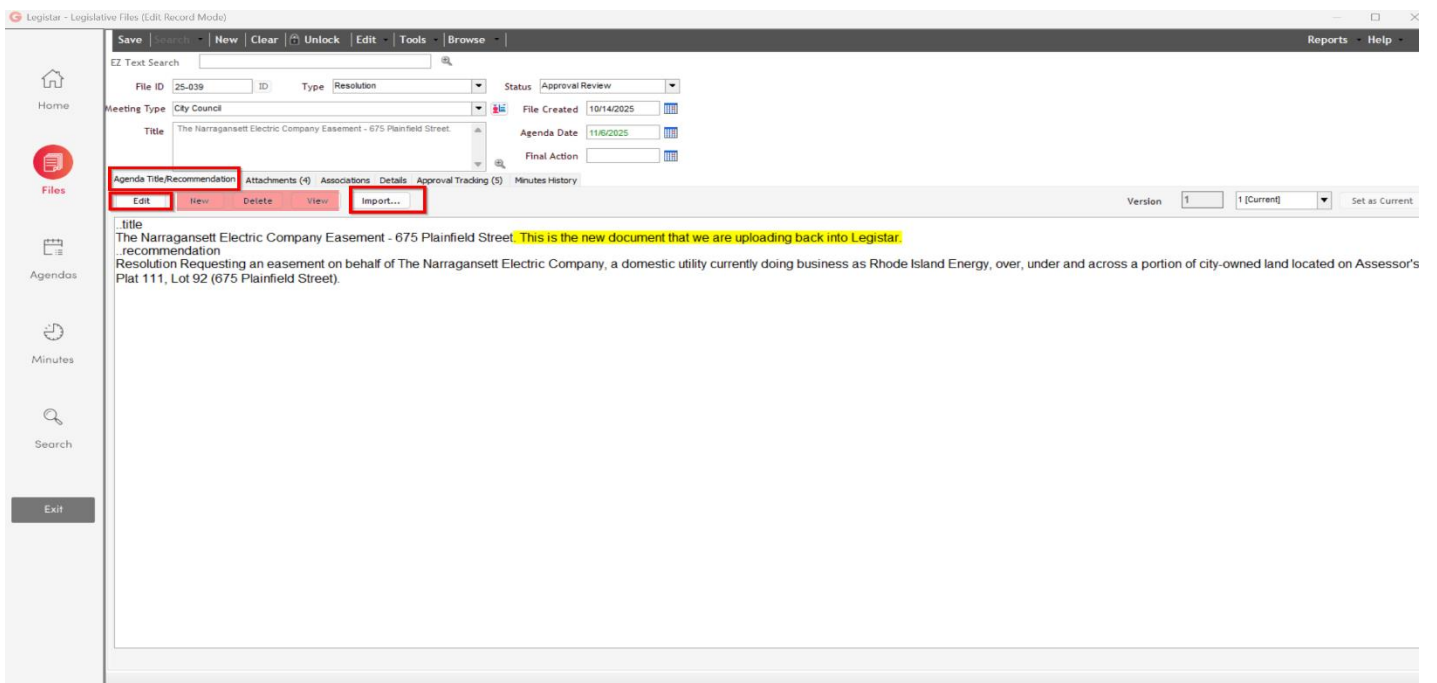
2. If applicable, review the **Type**, **Meeting Type**, and **Agenda Date** fields at the top of the screen. If you are *not* the first Approver in the sequence, you can also review any notes or actions from previous Approvers on the Approver Action tab. If you *are* the first Approver, there will not be any Approver or workflow history to review yet.



- Click the **Agenda Title/Recommendation** tab. You can review the Agenda Item text by scrolling through the window at the bottom of the screen. **If edits to the Text File are required**, click **Edit** to access and open the Microsoft Word template to make changes. When changes are complete, click the **Save** icon in Word and **close** out of Word to save your changes to Legistar and return to the Files module.

NOTE: If changes are made to the **..title** section of the template, a pop-up box appears asking you to confirm the **Title** changes. Click **OK** to continue and update the Title field with the new template text.

NOTE: It may also be possible for Approvers to Import a new version of the Text File, rather than update the existing Text File. Please see Step 2, Option 2 of the Providence, RI Drafting Guide for instructions to Import a new Text File.



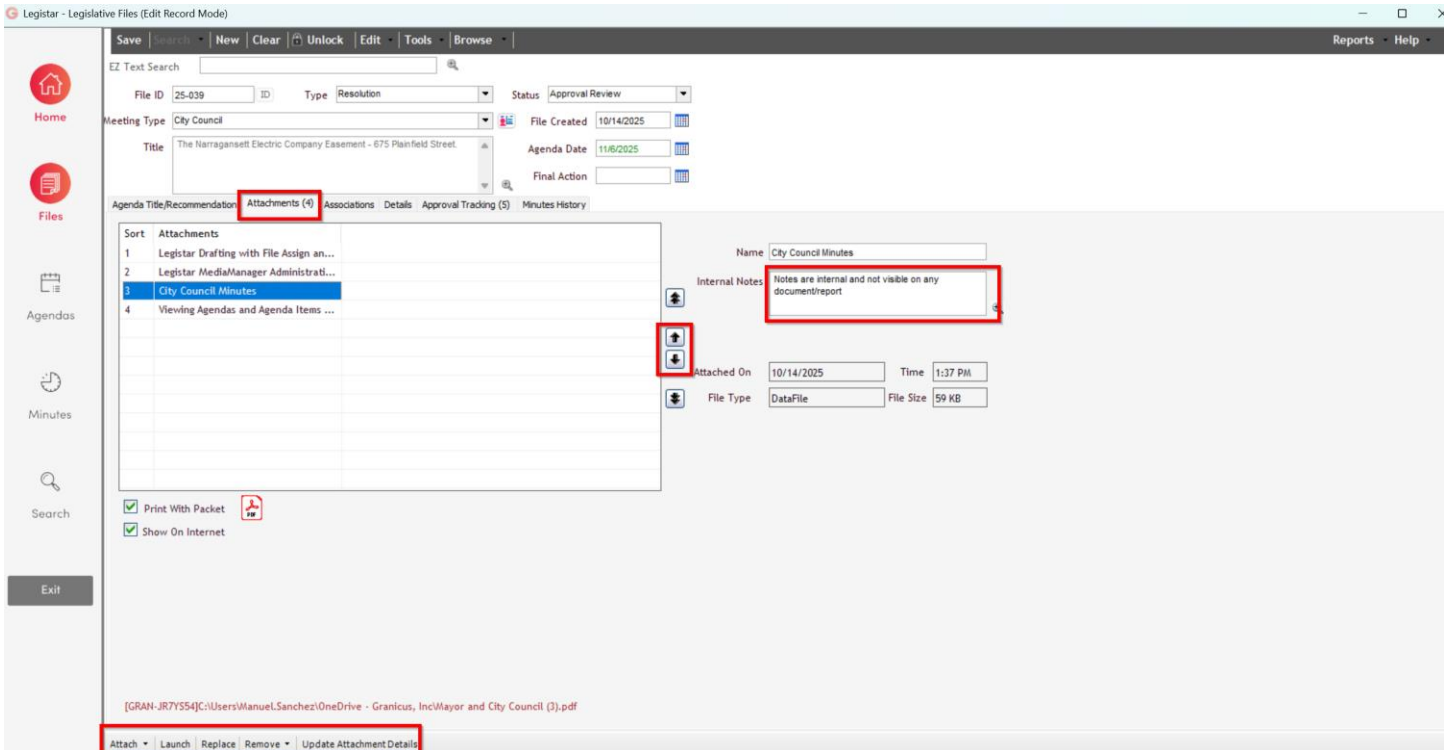
- Click the **Attachments** tab to review the attached documentation. To open a document, **double-click on the attachment name** in the grid, or highlight the attachment and click **Launch** from the bottom left toolbar.

After opening or launching an editable format attachment, you can edit the document. To save your changes back to Legistar, click the **Save icon** and **close** out of the attachment.

NOTE: Changes made to attachments in Legistar do NOT update the local copy saved to your local drive.

Other actions you can take on this tab are:

- Click **Attach** to add additional documentation.
- Rename attachments in the **Name** field, then click the **Update Attachment Details** button.
- Update or add notes for a specific attachment in the **Internal Notes** field, then click the **Update Attachment Details** button.
- **Replace** attachments with the **Replace** button.
- **Delete** attachments by clicking the **Remove** button; the arrow on this button will also give you the option to **Remove All** attachments at once.
- **Reorder** the attachments list with the up and down arrows next to the grid.



- Click the **Associations** tab to review any potential selections. If any Associations need to be added or removed, click **Edit** for that section, move Associations left or right as needed. Click **Save**, then **Close**.
- Review the **Details** tab for any pertinent information. Update the tab as needed.

Step 2: Acting on a File

After reviewing a File and making any potential edits, Approvers are ready to act on the File. The actions Approvers can take are [Approving, Disapproving, or Delegating]. Each Approver can only take one action.

Approving a File

To **Approve** a File:

1. Click the **Approval Tracking** tab in the lower right when you are done reviewing and editing and are ready to act on the Agenda Item. Confirm that your name is green in the list, indicating that you are the active Approver. **Highlight your name in the grid** with a single click.
2. Click the **Approver Action** tab in the lower right. From this tab you can enter a **Note** (optional for Approving), then click the **Approve** button to approve the File. Click **Yes** in the confirmation pop-up to complete your Approver Action.

The screenshot displays the Legistar Legislative Files (Edit Record Mode) interface. The top navigation bar includes 'Save', 'New', 'Clear', 'Unlock', 'Edit', 'Tools', and 'Browse'. The main content area shows file details: File ID 25-039, Type Resolution, Status Approval Review, Meeting Type City Council, and Title The Narragansett Electric Company Easement - 675 Plainfield Street. The 'Approval Tracking' tab is selected, showing a table of approvers. The first approver, Manny Sanchez, is highlighted in green. The 'Approver Action' tab is also visible, showing a 'Note' field and 'Approve' and 'Disapprove' buttons.

Seq #	Approver Name	Due Days	Action Type	Email Template	Status	Due Date	Action	Action Date	Escalation Date	Notes
01	Granicus Approver	2	Approver	Individual Review Request	Escalated for Inaction	10/17/2025				No
02	Manny Sanchez	1	Approver	Individual Review Request	Escalated Review Req...	10/16/2025				Yes
03	Granicus Training	2	Approver	Individual Review Request						No
04	Granicus Implementation	2	Approver	Individual Review Request						No
05	Granicus Training	0	FYI	FYI Notification						No

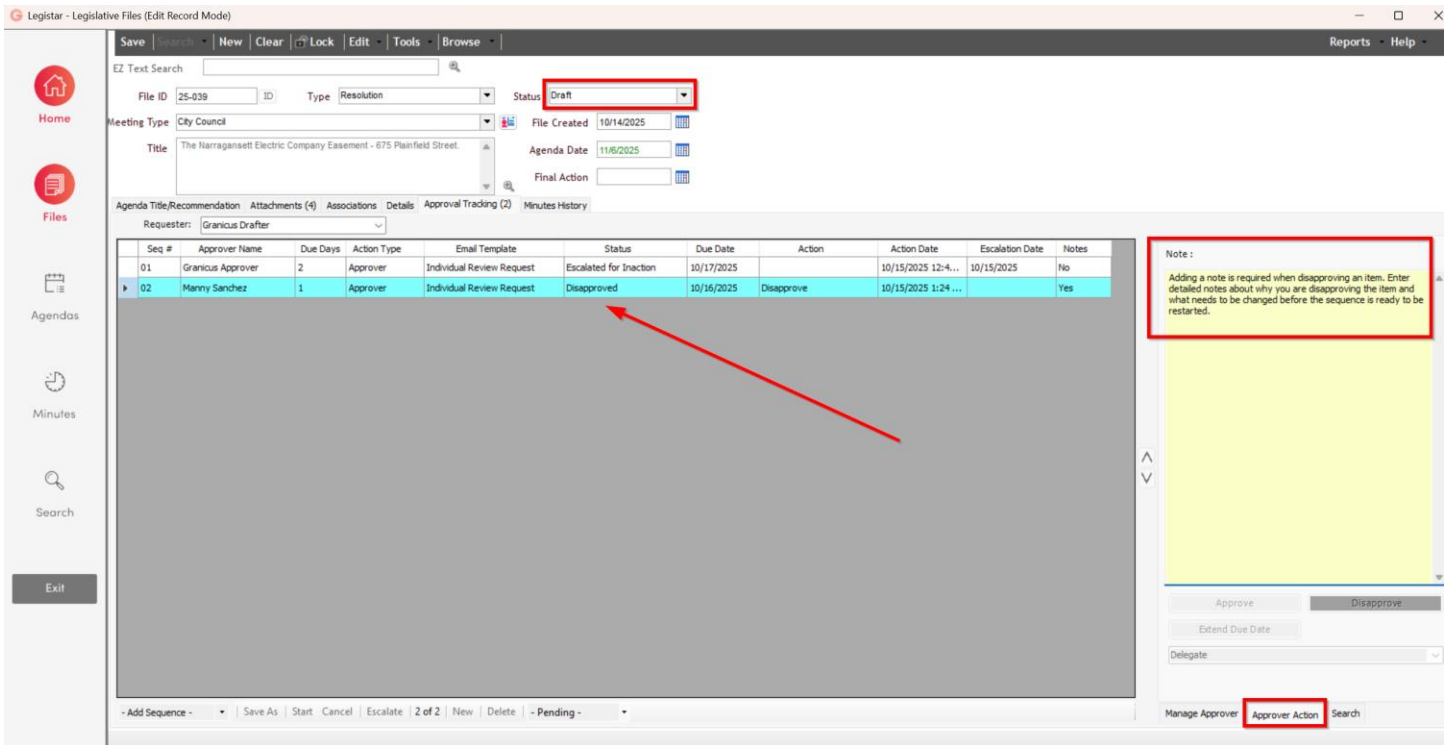
After you confirm your action, you can no longer edit this File. If there are more Approvers after you, the status of the File will remain **Approval Review** and the next Approver in the sequence is the only Approver that has access to edit and act on the File or Approval Sequence.

If you were the last Approver in the sequence, the status of the item will change to **Agenda Ready**.

Disapproving a File

If you **Disapprove** a File, Legistar requires you to enter notes about why you're disapproving the Agenda Item. The status of the File will change back to **Draft**. Legistar will send emails to the Drafter and previous Approvers informing them that the File has been Disapproved. After the Drafter has received the disapproved Agenda Item back, they can read the Approvers' notes, make the necessary changes, add a new Approval Sequence, and re-submit the File for approval. To **Disapprove** a File:

1. On the Approval Tracking tab, click the **Approver Action tab** in the lower right. Confirm that your name is green in the list, indicating that you are the active Approver. **Highlight your name in the grid** with a single click.
2. **Entering a Note is required when Disapproving.** In the **Notes** field, enter details as to why you are disapproving and what changes need to be made. Be as detailed as possible.
3. Click the **Disapprove** button.



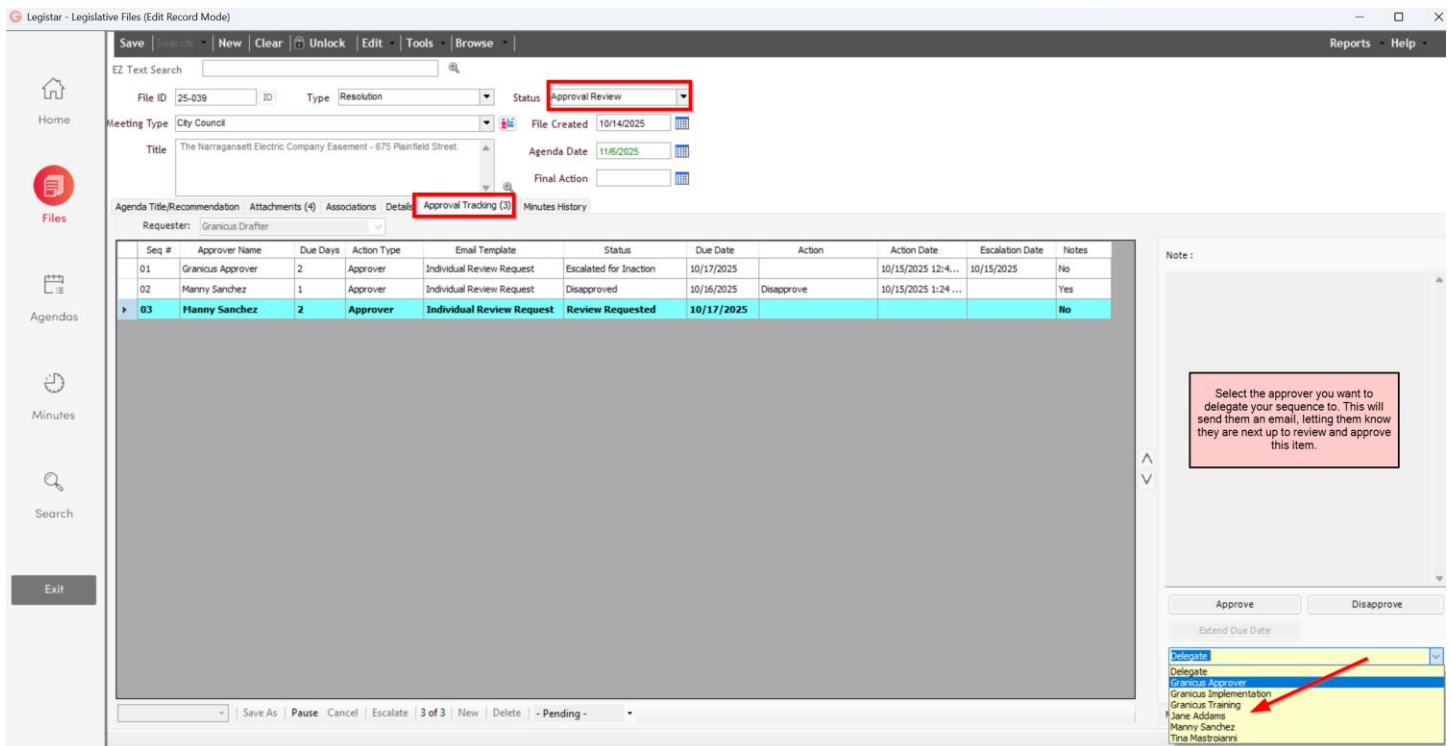
4. Click **Yes** at the confirmation pop-up message. The status will change from Approval Review to **Draft**, and the Drafter will be notified via email. The Drafter will be in control of the File until a new Approval Sequence is started.

NOTE: Any Approvers who were coming up in the sequence and had not yet been notified of the Agenda Item will be removed from the workflow. Only Approvers who had previously taken an action will have their historical record and notes retained in the workflow grid.

Delegating a File

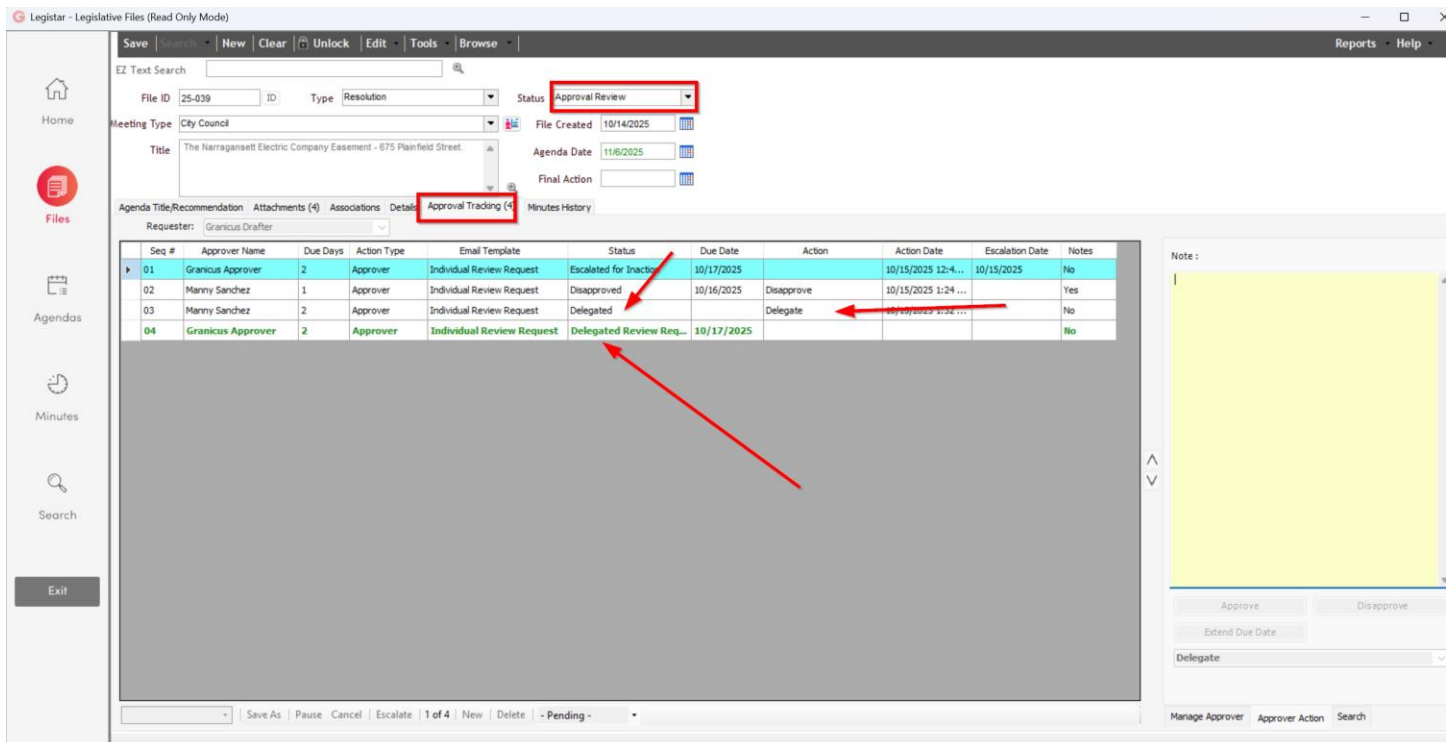
Approvers can Delegate their turn to review, edit, and take an action on the Agenda Item to another eligible Approver in the database. To **Delegate** a File:

1. On the Approval Tracking tab, click the **Approver Action tab** in the lower right. Confirm that your name is green in the list, indicating that you are the active Approver. **Highlight your name in the grid** with a single click.
2. Entering a **Note** is optional when Delegating; however, it is *highly recommended* to provide the delegate Approver with as much information as possible. In the **Notes** field, enter details about why you're delegating the Agenda Item and any applicable instructions.



3. Use the **Delegate drop-down menu** to select the desired delegate Approver.
4. Click **Yes** at the confirmation window. The new Delegate Approver will appear in the grid as the active Approver, and the former Approver will have a record that their turn is complete. The Drafter and newly delegated Approver will receive emails about the delegation.

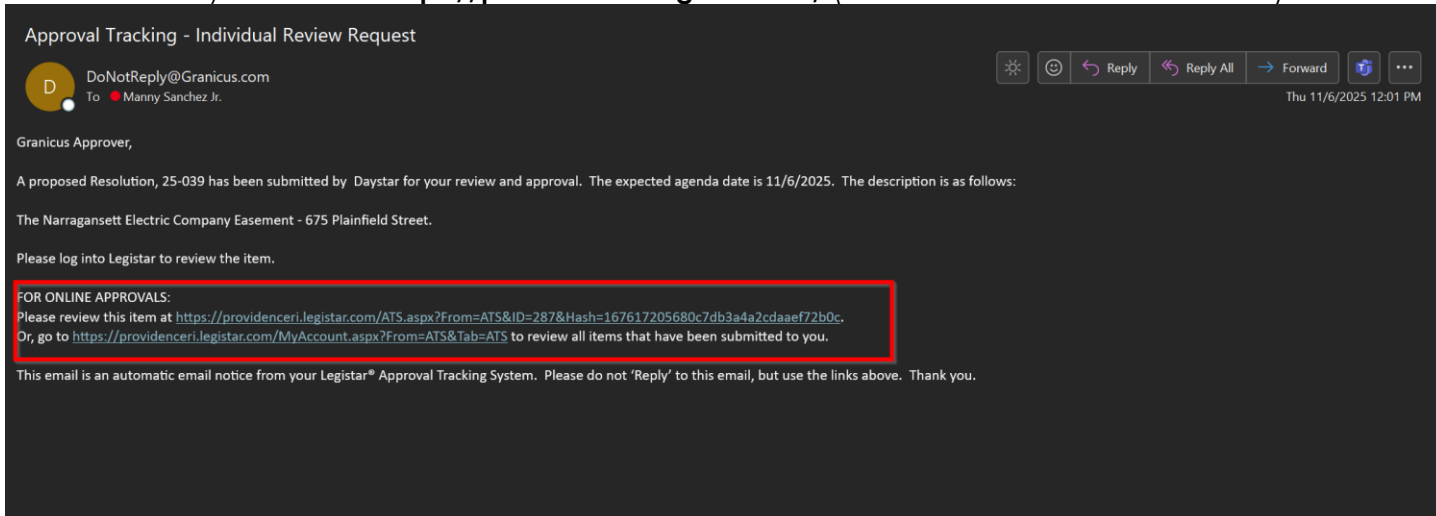
After you confirm your action, you can no longer edit this File. The status of the File will remain **Approval Review** and the Delegate Approver in the sequence is the only Approver that has access to edit and act on the File or Approval Sequence.



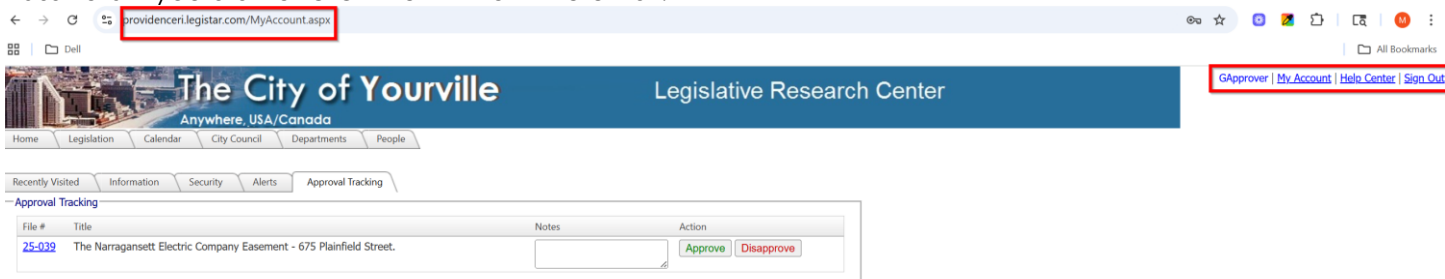
Reviewing a File on the Web

As an alternative to logging into Legistar, reviewers can access a web-based reviewer screen on your public facing InSite webpage.

1. Navigate to your InSite webpage by clicking the link in your approval notice email or by entering the web address in your browser: <https://providenceri.legistar.com/> (remember to leave off the "www").



2. Sign in after clicking the link or click **Sign In** in the top right corner using your **Legistar Username and Password** if you did not click the link from the email.



3. Click the **Approval Tracking** tab. If you don't see that tab, click the **My Accounts** link in the top right corner to pull it up.
4. You can click **Approve** or **Disapprove** from this page if you're already familiar with the contents of the file. If you need to review the file, click the **File ID** of the item you would like to review.
5. Review the information on the screen. Please note that some of the InSite language is different from the language in your Legistar Files Module
6. To **make changes to the Staff Report** using Microsoft Word, Click **Download Word document** to view the **Agenda Item Body** text and other item details.

Home Legislation Calendar City Council Departments People

File #: 25-039
 In control: City Council
 Requester: Daystar
 Type: Resolution
 Agenda date: 11/6/2025
 Due date: 11/10/2025
 Title: The Narragansett Electric Company Easement - 675 Plainfield Street.

Legislation text: [Download Word document](#)

NOTE - It is recommended that all changes to the Word Text file be made in Legistar

After downloading and editing the Word document, please make sure to select your updated file in the field below and then hit Submit when you are done with this approval request.

Select

Existing attachments:

Name	
Legistar Drafting with File Assign and Versioning.docx	Edit View X
Legistar MediaManager Administration Final Sept2021 (1).docx	Edit View X
City Council Minutes	Edit View X
Viewing Agendas and Agenda Items in Legislate _ Granicus Support.pdf	Edit View X

Add new attachments:

Select

Notes:

Action: -Select- Delegate to:

Submit View Sequence Send E-mail

<<< Go Back

- Once the Word document downloads, you can review the Agenda Item Body details. **It is recommended that changes to the Microsoft Word document (Agenda Title/Recommendation) only be made in Legistar, and not via the website.**
- If changes are made to the Word Document, you will need to **Save** the edited document to your local device and then upload the updated Word document by clicking **Select**, navigating to your file, then selecting **Open**.
- If you upload a new Word Document, you must **choose an action**, then click **Submit** at the bottom of the page for the changes to be reflected in Legistar.

File #: 25-039
 In control: City Council
 Requester: Daystar
 Type: Resolution
 Agenda date: 11/6/2025
 Due date: 11/10/2025
 Title: The Narragansett Electric Company Easement - 675 Plainfield Street.

Legislation text: [Download Word document](#)

After downloading and editing the Word document, please make sure to select your updated file in the field below and then hit Submit when you are done with this approval request.

25-039 - Updated File.dotx x Remove

Select

Updated version of the staff report I have downloaded, edited, and saved locally and selected to upload. It MUST be in a .dotx format!!

Existing attachments:

Name	
Legistar Drafting with File Assign and Versioning.docx	Edit View X
Legistar MediaManager Administration Final Sept2021 (1).docx	Edit View X
City Council Minutes	Edit View X
Viewing Agendas and Agenda Items in Legislate _ Granicus Support.pdf	Edit View X

Add new attachments:

Select

Notes:

Action: -Select- Delegate to:

Submit View Sequence Send E-mail

<<< Go Back

- Click **View** to review attachments.
- Click **Edit** to modify attachment names.
- If you make any changes to an existing attachment or need to upload a new attachment, do so using the **Add new attachments** field. **Delete the existing attachment** by clicking the **X** at the end of the Existing Attachments grid.

NOTE: If you upload a new attachment, you must choose an **Action**, then click **Submit** for the changes to reflect in Legistar. (see photo below)

File #: 25-039
In control: City Council
Requester: Daystar
Type: Resolution
Agenda date: 11/6/2025
Due date: 11/10/2025
Title: The Narragansett Electric Company Easement - 675 Plainfield Street.
Legislation text: [Download Word document](#)

After downloading and editing the Word document, please make sure to select your updated file in the field below and then hit Submit when you are done with this approval request.

Existing attachments:

Name	
Edit View	Legistar Drafting with File Assign and Versioning.docx
Edit View	Legistar MediaManager Administration Final Sept2021 (1).docx
Edit View	City Council Minutes
Edit View	Viewing Agendas and Agenda Items in Legislate _ Granicus Support.pdf

Add new attachments:

Notes:

Action: Delegate to:

1. Enter any **Notes** if needed. You must enter a Note before selecting an Action.
2. Use the **Action** drop-down menu to select your approval action: *Approve*, *Delegate* or *Disapprove*. Extend Due Date is not an option for Approvers.
3. Click **Submit**.

File #: 25-039
In control: City Council
Requester: Daystar
Type: Resolution
Agenda date: 11/6/2025
Due date: 11/10/2025
Title: The Narragansett Electric Company Easement - 675 Plainfield Street.
Legislation text: [Download Word document](#)

After downloading and editing the Word document, please make sure to select your updated file in the field below and then hit Submit when you are done with this approval request.

Existing attachments:

Name	
Edit View	Legistar Drafting with File Assign and Versioning.docx
Edit View	Legistar MediaManager Administration Final Sept2021 (1).docx
Edit View	City Council Minutes
Edit View	Viewing Agendas and Agenda Items in Legislate _ Granicus Support.pdf

Add new attachments:

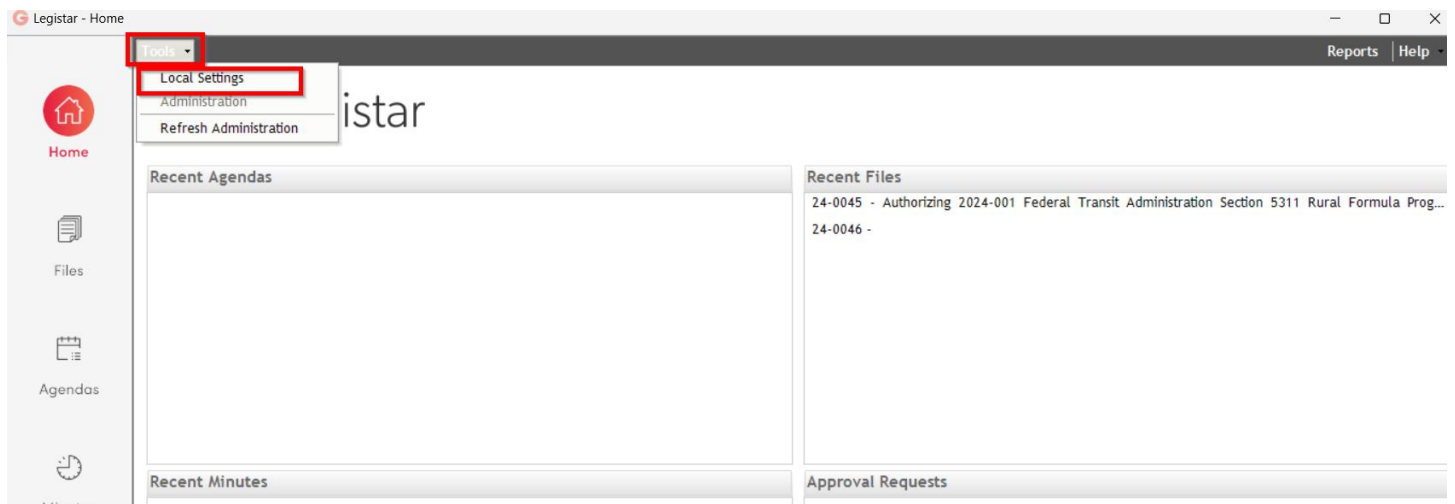
Notes:

Action: Delegate to:

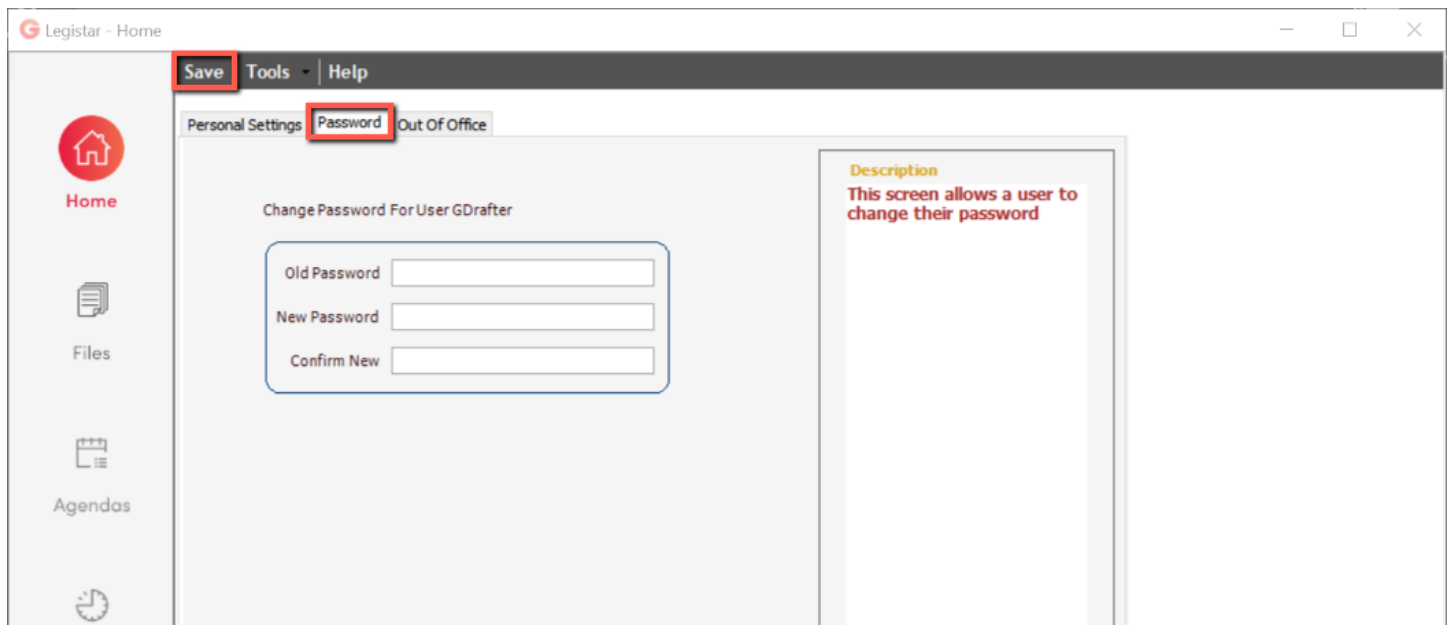
Legistar Local Settings for Approvers

Each individual user has access to **Local Settings**. While there are many Local Settings available, the Local Settings detailed on this guide are specific to the needs of an Approver.

1. To access Local Settings, click the **Tools menu** on the **Home screen** and select **Local Settings**.



2. Change or reset your password on the **Password tab**. Enter your old (current) password, then your new password twice. **To be able to log into InSite your password must be 6 characters minimum.** There are not any character rules for setting your password, but please ensure it is something secure. **To apply changes, you must click Save.**



3. If you are going to be **out of the office**, you can assign another individual to receive any items that come to you during your out of office time. They will essentially be your "automatic delegate" to receive your items and act on them while you're away. Turn on/off your Out of Office setting on the **Out of Office tab**.
 - Change "Out of Office?" to **Yes** to turn on the out of office feature.
 - Select the **person** who should be your Alternate/"automatic delegate" while you are away.
 - **To apply changes, you must click Save.**
 - **Be sure to Refresh Administration when you go to the Home tab.**

When you are **back in the office**, you must remember to come back to this Local Settings and **set “Out of Office?” back to No, then click Save** to turn your out of office feature *off* and allow items to come to you again.

Legistar - Home

Save Tools Help

Personal Settings Password **Out Of Office**

Out of Office? Yes No

Alternate Approver Granicus BA

Description

Before you go out of office, enable the Out of Office status by selecting 'Yes' option to the left. You can either set who your alternate will be by selecting an approver from the drop-down list or you can set your approval to be 'auto approved' in the drop-down and go directly to the next person.

If you are assigned to an approval sequence while Out of Office, when the sequence reaches you, it automatically delegates to the alternate you have specified. Your alternate approver will receive a notification.

When you return, set your status to In Office by selecting 'No' for Out of Office.



CITY OF PROVIDENCE

RHODE ISLAND

Staff Report

File #: 25-109

Agenda Date: 5/7/2026

Agenda #:

Test item for demo



CITY OF PROVIDENCE

RHODE ISLAND

Staff Report

File #: 25-095

Agenda Date: 1/8/2026

Agenda #: 5.

Disability Waiver - Paul Tang

An Ordinance Relating to Article IV, Chapter 17, Section 17-189(f) of the Code of Ordinances. (Disability Waiver Request) (Paul Tang).

Section 1. Notwithstanding the language of Section 17-189(f) of the Code of Ordinances of the City of Providence, which provides that the application to accomplish such (accidental disability) retirement must be filed within eighteen (18) months of the date of the accident, the Retirement Board of the City of Providence may consider and act upon the accidental disability retirement application of Paul Tang, even though more than eighteen (18) months have passed since the date of the accident which is the averred proximate cause of the above-named applicant for disability retirement allowance.

Section 2. Said application shall be subject to and considered in accordance with all other applicable ordinances, regulations, standards and practices relating to accidental disability applications.

Section 3. This ordinance shall go into effect upon passage.



CITY OF PROVIDENCE

RHODE ISLAND

Staff Report

File #: 25-075

Agenda Date: 1/8/2026

Agenda #: 4.

An Ordinance in Amendment of Chapter 27 of the Ordinances of the City of Providence, Entitled "The City of Providence Zoning Ordinance" Approved November 24, 2014, as Amended, to Change Certain Text in Articles 2, 4, 5, 9, 12, 13, 14, 16, 17, 18, 19, and 20.

SECTION 1: Chapter 27 of the Code of Ordinances of the City of Providence, entitled "The City of Providence Zoning Ordinance," approved November 24, 2014, as amended, is hereby further amended by making the following changes, with additions underlined and deletions struck out:

ARTICLE 2. DEFINITIONS AND RULES OF MEASUREMENT

201 DEFINITION OF GENERAL TERMS

Attic. For residential dwellings, the space between the ceiling beams of the uppermost story and the roof. If that space has a ceiling height of more than seven feet ~~and six inches~~ for over ~~50~~25% of its area, then it shall count as a story.

Bay Window. A window system that projects outward from the structure, which does not rest on the building foundation or on the ground.

Curb Cut. A vehicular access point to a lot from the right of way, whether or not the interruption of a curb is required.

Residential Use. A structure arranged, designed, used, or intended to be used for residential occupancy by one or more families or households, which includes, but is not limited to, the following types: single-family, two-family, ~~semi-detached~~, rowhouse, and multi-family dwellings. Structures with dwellings above ground floor non-residential uses are considered mixed-use development, which are considered a non-residential use for the purposes of this Ordinance.

202 RULES OF MEASUREMENT

O. Yards and Setbacks

1. Front Yard and Front Setback

A front yard is located between a principal building line and the front lot line, extending the full width of the lot. A front setback is the required minimum distance per the zoning district that a principal building shall be located from the front lot line. ~~The front yard and front setback extends~~ the full width of the lot between side lot lines measured perpendicular to the front lot line. For the purposes of determining a front setback, if a porch extends the full width of the building, the front of the porch shall be considered the building line.

2. Interior Side Yard and Interior Side Setback

An interior side yard is located between a principal building line and the interior side lot line. An interior side setback is the required minimum distance per the zoning district that a principal building shall be located from the interior side lot line. The interior side yard and interior side setback extend along the interior side lot line between the front and rear yard and setback, measured perpendicular to the interior side lot line. For rowhouse developments, the interior side yard and interior side setback are applicable to end units only. ~~For semi-detached dwellings, the interior side yard and interior side yard setback do not apply to the lot line where the party wall is located.~~

ARTICLE 4. RESIDENTIAL

400 PURPOSE STATEMENTS

E. R-4 Residential District

The R-4 Residential District accommodates a variety of residential structures: single-family, two-family, ~~and semi-detached~~, three-family, rowhouses, and multi-family housing. The R-4 District accommodates higher density residential development in areas that minimize negative impacts to lower density residential neighborhoods. Limited non-residential uses, which are compatible with surrounding residential neighborhoods, may be allowed.

402 DIMENSIONAL STANDARDS

C. Interior Side Setback Applicability

- 1. For semi-detached dwellings, interior side yards are required only along the interior side lot line where the party wall between dwellings is not located
- 21. For rowhouse dwellings, interior side yards are required only for end units.

TABLE 4-1: RESIDENTIAL DISTRICT DIMENSIONAL STANDARDS SF = Single-Family // 2F = Two-Family // 3F = Three-Family // RH = Rowhouse // MF = Multi-Family

	R-1A	R-1	R-3	R-4	RP
Bulk Standards					
Minimum Lot Area	Existing Lots: None New Subdivisions not for RH: 7,500sf New Subdivisions for RH: None	Existing Lots: None New Subdivisions not for RH: 5,000sf New Subdivisions for RH: None	Existing Lots: None New Subdivisions not for RH: 5,000sf New Subdivisions for RH: 1,667sf	Existing Lots: None New Subdivisions not for RH: 3,500sf New Subdivisions for RH: 700sf	Existing Lots: None New Subdivisions not for RH: 5,000sf New Subdivisions for RH: 700sf
Minimum Lot Width	Existing Lots: None New Subdivisions not for RH, SF, 2F, 3F: 75' New Subdivisions for RH: 37.5' None	Existing Lots: None New Subdivisions not for RH: 50' New Subdivisions for RH: 25' None	Existing Lots: None New Subdivisions not for RH: 50' New Subdivisions for RH: 12' interior units, 18' end units None	Existing Lots: None New Subdivisions not for RH: 35' New Subdivisions for RH: 12' interior units 18' end units None	Existing Lots: None New Subdivisions not for RH: 50' New Subdivisions for RH: 12' interior units 18' end units None
Maximum Building Height	40', not to exceed 3 stories Lots of 2,500sf or less: 32', not to exceed 2 stories	40', not to exceed 3 stories Lots of 2,500sf or less: 32', not to exceed 2 stories	45', not to exceed 3 stories Lots of 2,500sf or less: 32', not to exceed 2 stories RH: 45', not to exceed 3 stories	45' Lots of 2,500sf or less: 32', not to exceed 2 stories RH: 45', not to exceed 4 stories	45' Lots of 2,500sf or less: 32', not to exceed 2 stories RH: 45'
Maximum Building Coverage	35%	45%	SF, SF, 3F, MF, Non-Residential: 45% RH: 55%	SF, 2F, 3F, RH: 45% RH, MF, Non-Residential: 55%	SF, 2F, 3F, RH: 45% RH, MF, Non-Residential: 55%
Maximum Impervious Surface Coverage - Front Yard	SF, 2F, 3F, MF, Non-Residential: 33% RH: None	SF, 2F, 3F, MF, Non-Residential: 33% RH: None	SF, 2F, 3F, MF, Non-Residential: 33% RH: 50% or 160sf, whichever is less None	SF, 2F, 3F, MF, Non-Residential: 33% RH: 50% or 160sf, whichever is less None	SF, 2F, 3F, MF, Non-Residential: 33% RH: 50% or 160sf, whichever is less None
Maximum Impervious Surface Coverage - Rear Yard	SF, 2F, 3F, MF, Non-Residential: 50% RH: None	SF, 2F, 3F, MF, Non-Residential: 50% RH: None	SF, 2F, 3F, MF, Non-Residential: 50% RH: None 33%	SF, 2F, 3F, MF, Non-Residential: 50% RH: None 33%	SF, 2F, 3F, MF, Non-Residential: 50% RH: None 33%
Total Maximum Impervious Surface Coverage	50%	65%	65%	SF, 2F, 3F, RH: 65% MF, Non-Residential: 70%	65%
Total Minimum Pervious Surface Coverage	1,000 sf	1,000 sf	SF, 2F, 3F, MF, Non-Residential: 1,000 sf RH: 400 sf per unit	SF, 2F, 3F, MF, Non-Residential: 1,000 sf RH: 400 sf per unit	SF, 2F, 3F, MF, Non-Residential: 1,000 sf RH: 400 sf per unit

Setback Requirements					
Front Setback Zone	SF, 2F, 3F, MF, Non-Residential: Sec. 402.B RH: 5'	SF, 2F, 3F, MF, Non-Residential: Sec. 402.B RH: 5'	SF, 2F, 3F, MF, Non-Residential: Sec. 402. RH: 5'	SF, 2F, 3F, MF, Non-Residential: Sec. 402.B RH: 5'	SF, 2F, 3F, MF, Non-Residential: Sec. 402.B RH: 5'
Minimum Interior Side and Minimum Corner Side Setback	Lot width less than 60': 6' Lot width 60' or more: 10'	Lot width less than 60': 6' Lot width 60' or more: 10'	SF, 2F, 3F, MF, Non-Residential: Lot width less than 60': 6' SF, 2F, 3F, MF, Non-Residential: Lot width 60' or more: 10' RH: 6'	6'	SF, 2F, 3F, MF, Non-Residential: Lot width less than 60': 6' SF, 2F, 3F, MF, Non-Residential: Lot width 60' or more: 10' RH: 6'
Minimum Rear Setback	30'	30'	SF, 2F, 3F, MF, Non-Residential: 30' RH: 20'	SF, 2F, 3F, MF, Non-Residential: 30' RH: 20'	SF, 2F, 3F, MF, Non-Residential: 30' RH: 20'

ARTICLE 5. COMMERCIAL

503 DESIGN STANDARDS

A. C-2 District Design Standards

5. Building Materials

- c. Exterior insulating finish systems (EIFS) is permitted on the ground floor by waiver from the City Plan Commission. An application for waiver under this subsection shall be approved provided that the following conditions are satisfied:
 - i. Only EIFS that include an integral air and moisture barrier is permitted.
 - ii. So that it is impact resistant, for areas up to 8 feet above grade, the EIFS shall include a base mesh layer weighing a minimum 20 oz./sq. yd., followed by a second mesh layer weighing a minimum of 4 oz./sq. yd. For all areas exposed to direct impact higher than 8 feet above grade (such as balconies), the use of a single layer of reinforcing mesh with a minimum weight of 12 oz./sq. yd. is required.
 - iii. The material shall be an aesthetically-appropriate facsimile of stone, brick, stucco, metal panel, or other traditional building material.

- iv. Removal or covering of historic features in order to install EIFS shall be prohibited.

ARTICLE 9. WATERFRONT

903 W-2 DISTRICT DESIGN STANDARDS

E. Building Materials

- c. Exterior insulating finish systems (EIFS) is permitted on the ground floor by waiver ~~from the City Plan Commission~~. An application for waiver under this subsection shall be approved provided that the following conditions are satisfied:
 - i. Only EIFS that include an integral air and moisture barrier is permitted.
 - ii. So that it is impact resistant, for areas up to 8 feet above grade, the EIFS shall include a base mesh layer weighing a minimum 20 oz./sq. yd., followed by a second mesh layer weighing a minimum of 4 oz./sq. yd. For all areas exposed to direct impact higher than 8 feet above grade (such as balconies), the use of a single layer of reinforcing mesh with a minimum weight of 12 oz./sq. yd. is required.
 - iii. The material shall be an aesthetically-appropriate facsimile of stone, brick, stucco, metal panel, or other traditional building material.
- iv. Removal or covering of historic features in order to install EIFS shall be prohibited.

ARTICLE 12. USES

1201 USE MATRIX

Table 12-1: USE MATRIX Key: P = Permitted // S = Special Use

Use	R-1A	R-1	R-3	R-4	RP	C-2	C-3	D-1	W-2	W-3	M-1	M-2	M-MU	I-1	I-2	PS	OS	CD	Use Sta
Apartm								P							P				
Gas S						S	SP		S	P	P	P	S						Sec. 1202.1
Trans				PS		PS	PS	PS			S		P						Sec. 1202.1

1202 PRINCIPAL USE STANDARDS

K. Dwelling: Multi-Family or Rowhouse

7. Adaptive Reuse for the conversion of any commercial, institutional, or industrial building, including offices, schools, religious facilities, medical buildings, mills, and malls into residential units or mixed-use developments shall be permitted subject to the following standards:

- a. There are no prohibitions preventing the conversion to residential use by environmental land use restrictions recorded on the property by the State of Rhode Island Department of Environmental Management or the United States Environmental Protection Agency.
- b. The conversion shall include the development of at least 50% of the existing gross floor area into residential units.
- c. Non-residential uses may be provided if they are permitted by right or special use in the zoning district pursuant to Table 12-1.
- d. The residential density permitted in the converted structure shall be the maximum allowed that otherwise meets all standards of minimum housing.
- e. The conversion shall not occur within the W-3, M-1, or M-2 zones in accordance with the Future Land Use Map, which designates those areas as “Business/Industrial” or “Waterfront/Port.” As the public health and safety needs of industrial and residential uses often conflict, the Comprehensive Plan prohibits any residential development in these areas within Objective LU5.
- f. The conversion shall not occur within any building previously used for industrial or manufacturing use(s), which has not been vacant of an industrial use for less than one year prior to the submission of the permit or application for adaptive reuse.

10. Rowhouses are subject to the following conditions and calculations:

- a. A rowhouse shall be designed so that each unit has a separate street-facing exterior entrance and direct ground level access to the front yard. The design of a street-facing exterior entrance for a rowhouse shall include a hood and a stoop.
- b. A lot containing a rowhouse dwelling unit shall have frontage along a developed public right-of-way.
- c. R-1A: One dwelling unit is permitted for every 7,500 sf of lot area present prior to subdivision into individual rowhouse lots. For each rowhouse dwelling unit, there shall be the following amount of lot area:
 - R-1: One dwelling unit is permitted for every 5,000 sf of lot area present prior to subdivision into individual rowhouse lots.
 - R-3: One dwelling unit is permitted for every 1,667 sf of lot area present prior to subdivision into individual rowhouse lots. Where at least 20 percent of the housing units are deed restricted as affordable to households earning less than or equal to 80 percent of area median income, one dwelling unit is permitted for every 1,000 sf of lot area present prior to subdivision into individual rowhouse lots
 - R-4 and RP: One dwelling unit is permitted for every 700 sf of lot area present prior to subdivision into individual rowhouse lots.
 - R-1A: 7,500-sf
 - R-1: 5,000-sf
 - R-3: 1,667-sf
 - R-4 and RP: 700-sf
- d. ~~In the R-3 zone, where at least 20 percent of the housing units are deed restricted as affordable to households earning less than or equal to 80 percent of area median income, there shall be at least 1,000-sf of lot area per dwelling unit.~~Reserved.

L. **Dwelling: Single-Family, Two-Family, or Three-Family**

- 6. A dwelling unit in a single-family, two-family, or three family, ~~or semi-detached~~ dwelling may be used as a short-term rental, subject to the following standards.
 - a. Properties used as short-term rentals in the R-1A, R-1, R-3, and R-4 zoning districts must be owner-occupied.
 - b. The owner must supply all of the following within the dwelling unit:
 - i. Visible printed materials with diagrams of all points of egress, written in both English and Spanish.
 - ii. Clearly marked visible fire extinguisher(s).
 - c. Dwelling units used as short-term rentals shall require a temporary use permit, the term of which shall be one year. Short-term rental of portions of dwelling units, where the owner is present and living in the dwelling unit during the entire

term of the rental, are not subject to this provision.

- 7. Adaptive Reuse for the conversion of any commercial, institutional or industrial building, including offices, schools, religious facilities, medical buildings, mills, and malls into residential units or mixed-use developments shall be permitted subject to the following standards:
 - a. There are no prohibitions preventing the conversion to residential use by environmental land use restrictions recorded on the property by the State of Rhode Island Department of Environmental Management or the United States Environmental Protection Agency.
 - b. The conversion shall include the development of at least 50% of the existing gross floor area into residential units.
 - c. Non-residential uses may be provided if they are permitted by right or special use in the zoning district pursuant to Table 12-1.
 - d. The residential density permitted in the converted structure shall be the maximum allowed that otherwise meets all standards of minimum housing.
 - e. The conversion shall not occur within the W-3, M-1, or M-2 zones in accordance with the Future Land Use Map, which designates those areas as "Business/Industrial" or "Waterfront/Port." As the public health and safety needs of industrial and residential uses often conflict, the Comprehensive Plan prohibits any residential development in these areas within Objective LU5.
 - f. The conversion shall not occur within any building previously used for industrial or manufacturing use(s), which has not been vacant of an industrial use for less than one year prior to the submission of the permit or application for adaptive reuse.

P. Gas Station

- 9. Gas stations shall be allowed in the C-2, C-3, W-2, and M-MU zones only when the subject property is unsuitable for residential development.

1204 USE DEFINITIONS

~~**Apartment Dormitory.** A structure used for living and sleeping accommodations with not more than four unrelated persons per dwelling unit, who are affiliated with an educational facility, hospital, or other institutional use.~~

Dwelling - Adaptive Reuse. A residential or mixed-use structure converted from a previously commercial, institutional, or industrial building, including offices, schools, religious facilities, medical buildings, mills, and malls.

~~**Dwelling - Multi-Family.** A structure or development containing four or more dwelling units used for residential occupancy or one or more dwelling units in combination with a permitted non-residential use or the residential component of a mixed-use building. A multi-family dwelling does not include a rowhouse dwelling.~~

ARTICLE 13. SITE DEVELOPMENT

1301 EXTERIOR LIGHTING

B. Lighting Plan Required

1. A lighting plan is required for all non-residential uses and multi-family and rowhouse dwellings. Single-family, ~~semi-detached,~~ two-family, ~~and three-family,~~ and rowhouse dwellings are exempt from a required lighting plan but are subject to applicable lighting requirements.

1302 ACCESSORY STRUCTURES AND USES

I. Fences and Walls

2. Fences

- a. For all residential uses, no fence within 5 feet of a front lot line shall exceed 36 inches in height. All other fences are limited to six feet in height. (Figure 13-3)

J. Garage

The following standards apply to all residential garages, with the exception of multi-family dwellings. Attached garages are not considered an accessory structure but are subject to the regulations of this section for attached garages.

3. Integral Garage

- a. Integral garages are those whose area occupies part of the primary mass of a residential structure, regardless of the grade at which the garage is entered. It is considered a separate category from an attached garage.
- b. The width of integral garage(s) shall be limited to 50% of the width of the building façade containing the garage door (s) or 22 feet, whichever is greater; provided however that the width of integral garage(s) within a rowhouse shall be limited to 75% of the width of the rowhouse unit. Garage width is measured as the distance between the right and left garage door edges; in the case of garages designed with multiple garage doors, the width is measured as the total distance between the edges of the outmost doors.
- c. If an integral garage faces a front lot line, there shall be a pedestrian entrance door on the façade containing the garage.
- d. The garage door(s) shall not be closer to the street than any part of the façade containing the garage door(s).

- e. Excepting rowhouses, There shall be a driveway, at least 18 feet long, between a street lot line and a garage door, or in a case where the front yard setback permits, a garage door may be between zero and three feet from the front lot line.
- f. If an integral garage is incorporated into a rowhouse, it shall contain no more than a single vehicular stall.
- g. If an integral garage is incorporated into a rowhouse and faces a front lot line, the garage door shall contain a total area of transparency equal to at least 15% of its area.

1303 PERMITTED ENCROACHMENTS

A. Encroachments into Required Setbacks

Table 13-2: Permitted Encroachments into Required Setbacks Y= Permitted // N= Prohibited

	Front Setback	Corner Side Setback	Interior Side Setback	Rear Setback
Mailbox	Y	Y	N	N
Patio 6' into front, into rear 4' from all of 1' above grade	Y	Y	Y	Y

B. Encroachments into the Public Right-of-Way

2. Encroachment for Habitation

- a. An encroachment for habitation is any construction that projects from a building over, onto, or under a public right-of-way that is designed for and can accommodate human or other habitation including, but not limited to, balconies, bay windows, ~~arcades, overhangs,~~ basement vaults, subterranean parking garages, and the like, whether supported by the ground or not.
- b. An encroachment for habitation includes structures and similar elements for outdoor dining, temporary outdoor sales, temporary outdoor entertainment, temporary mobile food sales, and live entertainment - ancillary use when such uses are conducted on the public right-of-way.
- c. Where the vertical clearance above grade to projecting windows and balconies is more than eight feet, one inch of encroachment is permitted for each additional one inch of vertical clearance above eight feet, but the maximum encroachment is limited to a maximum of four feet.
- d. No more than 50% of the total area of a facade and no more than 50% of the total length of a facade may encroach over the public right of way. Bays encroaching over the public right of way shall be no more than 12 feet in width and shall be separated from each other by least two feet.

ARTICLE 14. PARKING AND LOADING

1402 REQUIRED OFF-STREET VEHICLE AND BICYCLE PARKING SPACES

TABLE 14-1: OFF-STREET VEHICLE AND BICYCLE PARKING REQUIREMENTS			
USE	MINIMUM REQUIRED VEHICLE SPACES	MINIMUM REQUIRED BICYCLE SPACES	
		REQUIRED TOTAL BICYCLE SPACES	PERCENTAGE OF REQUIRED BICYCLE SPACES THAT SHALL BE LONG-TERM SPACES
Dwelling - Rowhouse	1 per dwelling unit	1 per 5 dwellings (calculated by entire development)	80%
Dwelling - Semi-Detached	1 per dwelling unit		
Educational Facility - Primary	1 per 3 employees	31 per 3 classrooms	
Educational Facility - Secondary	1 per 3 employees	31 per 3 classrooms	
Educational Facility - University College	1 per 3 employees & staff (calculated according to the shift during an average day) + 8 non-commuting students over the driving age + 1 per commuting students (calculated according to the largest number of students attending for any shift during an average day) + 1 per 3 commuters (employees, staff, and students living within 1 mile of campus) + 1 per 10,000 sq ft of all auditoriums, skating rinks, stadiums, or other structures used for exhibitions or athletic events. Parking spaces provided for other purposes that are available at the time of the exhibition or athletic event may count toward required parking.	1 per 5,000,7,500sf GFA	5025%

1404 DESIGN OF VEHICLE PARKING SPACES

A. Permitted Vehicle Parking Locations

1. Residential Uses

b. For single-family, two-family, ~~semi-detached~~, three-family, and rowhouse dwellings, required vehicle parking spaces are permitted in private driveways, but shall not encroach onto the public right-of-way.

d. For single-family, two-family, ~~semi-detached~~, and three-family, and rowhouse dwellings where there is alley access,

all vehicle parking areas shall be accessed from the alley and all vehicle parking areas shall be located in the rear yard.

C. Access Requirements for Off-Street Vehicle Parking Areas

- 1. Each off-street vehicle space shall open directly upon an aisle or driveway of adequate width to provide access to a vehicle parking space. All off-street parking facilities shall provide access in a manner that least interferes with traffic movement. For all uses except single-family, two-family, ~~semi-detached,~~ and three-family, ~~and rowhouse~~ dwellings, the parking area shall be designed so that the driver of the vehicle proceeds forward into traffic rather than backs out.

H. Surfacing

- 4. When new areas of pavement do not require a building permit, the owner must obtain a zoning certificate for compliance indicating conformance to all provisions of this Ordinance.

1407 DRIVEWAY DESIGN

A. Driveway Design

When new areas of pavement do not require a building permit, the owner must obtain a zoning certificate for compliance indicating conformance to all provisions of this Ordinance.

B. Curb Cuts

- 3. All other uses are limited to one curb cut per street frontage. Additional curb cuts are permitted on a street frontage as long as there is at least 100 feet of street frontage for each curb cut. In the case of frontage on an alley, additional curb cuts are permitted as long as there is at least 50 feet of alley frontage for each curb cut.

1409 STORAGE OF RECREATIONAL VEHICLES

- ~~B. No recreational vehicle or trailer licensed to transport recreational vehicles or equipment may be parked outdoors on a lot in a residential district for more than 72 hours. Reserved.~~

- C. Recreational vehicles may be stored in a residential district either within a fully enclosed structure or within the rear yard. If stored in the rear yard, the recreational vehicle shall be ~~located at least five feet from any lot line and~~ screened from view from any public right-of-way, excluding alleys, by a solid fence or masonry wall. If the recreational vehicle is screened by an existing structure or landscape so that it is not visible from the public right-of-way, excluding alleys, it is considered to have met these requirements.

Temporary storage tents for recreational vehicles are prohibited.

ARTICLE 16. SIGNS

1607 SIGNS REQUIRING PERMIT

K. Wall Signs

2. The maximum size of all wall signs for a building wall is established at two square feet per linear foot of building wall where the wall signs will be mounted. Wall signs for commercial uses in mixed-use structures shall not be mounted on residential portions of the building.

3. On buildings of four stories or greater, ~~a~~An additional wall sign to identify the building may be placed within the top 20 feet of the structure. The sign may not cover any fenestration or architectural features. The maximum size is established at three square feet per linear foot of building façade, measured at the roofline where the wall sign will be mounted.

ARTICLE 17. ORDINANCE ADMINISTRATORS

1703 ZONING BOARD OF REVIEW

- C. To make final decisions on ~~zoning appeals applications from the City Plan Commission, the Downtown Design Review Committee, the Historic District Commission, from decisions of the Development Plan Review Committee,~~ and appeals of any order, requirement, decision, or determination made by the Director of the Department of Inspection and Standards or other authorized agent in the enforcement or interpretation of this Ordinance.

1714 ZONING BOARD OF REVIEW ORGANIZATION AND PROCEDURES

B. Procedures

2. Required Vote

No member or alternate member may vote on any matter before the Zoning Board of Review unless they have attended all hearings concerning that matter. The concurring vote of three members of the Zoning Board of Review is necessary to reverse or modify any order, requirement, decision, or determination of the Director or other duly authorized administrative officer, ~~or to decide an appeal from the Historic District Commission or other duly authorized body, or. The concurring vote of four members of the Zoning Board of Review is required to decide in favor of the applicant on the matter of a special use permit or a variance or any other matter upon which the Zoning Board of Review is authorized to pass. No petition or appeal may be heard by less than~~ A minimum of four and a maximum of five active members of the Zoning Board of Review, ~~and five active members,~~ which may include the alternate member(s), shall conduct a hearing and vote on each petition or appeal.

ARTICLE 18. APPLICATION AND NOTICE PROCEDURES

1800 APPLICATION

A. Filing of Applications

TABLE 18-1: FILING OF APPLICATIONS	
APPLICATION	OFFICIAL OR HIS/HER DESIGNEE
Zoning Certificate and Zoning Certificate for Compliance	Director of Department of Inspection and Standards

B. Pre-Application Conference

Prior to formal submittal of an application, the applicant may request a pre-application conference with the Department of Planning and Development and/or applicable review body or official. The purpose of the pre-application conference, which does not require a formal application or fees, is to provide informal advice and assistance to the applicant. Any opinions or advice provided are not binding with respect to any official action that may be taken on the application. This process is ~~required~~ strongly encouraged for all land development projects and development plan review pursuant to Rhode Island General Laws 5-45-23. This process is also required for all petitions for changes to the zoning ordinance or maps.

F. Consideration of Denied Petitions or Applications

- 3. An application for an administrative modification of five percent or less may not be granted administratively if within the preceding 12 months a substantially similar application for administrative modification for greater than five percent has been denied pursuant to Section 1903.C.4 and must proceed as a variance before the Zoning Board of Review.
- 34. An application for the same petition will not be heard by the Historic District Commission for the period of 12 months from the date the original petition was denied. The Historic District Commission has the right to waive this requirement for any petition if a majority of the Historic District Commission present at a meeting agree.

G. Fees

- 2. The fee for a zoning certificate and for a zoning certificate for compliance is \$25.00.

1801 NOTICE

B. City Council Notice

- 9. Where a proposed text amendment to this ordinance would cause a conforming lot of record to become nonconforming by lot area or frontage, written notice shall be given to all owners of the real property as shown on the current real estate tax assessment records of the city or town. The notice shall be given at least two weeks prior to the hearing at which the text amendment is to be considered, with the content required by this section. ~~The notice shall include reference to the merger clause of Section 2003.E and the impacts of common ownership of nonconforming lots.~~ Notice shall utilize a United States Postal Service certificate of mailing, and the certificate or an electronic copy thereof shall be retained to demonstrate proof of

the mailing.

ARTICLE 19. ZONING APPLICATIONS AND APPROVALS

1902 VARIANCE

B. Procedure

3. In granting a variance, the Zoning Board of Review, or the City Plan Commission, as part of unified development review, shall require that evidence to the satisfaction of the following standards be entered into the record of the proceedings:
 - a. That the hardship from which the applicant seeks relief is due to the unique characteristics of the subject land or structure and not to the general characteristics of the surrounding area; and is not due to a physical or economic disability of the applicant, excepting those physical disabilities addressed in Rhode Island General Laws §45-24-30(16).
 - b. That the hardship is not the result of any prior action of the applicant. This standard shall not apply to dimensional variance applications for subdivisions under unified development review.
 - c. That the granting of the requested variance will not alter the general character of the surrounding area or impair the intent or purpose of this Ordinance or the Comprehensive Plan.

1903 ADMINISTRATIVE MODIFICATION

B. Authority

The Director of the Department of Inspection and Standards is authorized to grant a 15% modification to any dimensional standard of this Ordinance and to the required vehicle or bicycle parking spaces. ~~The administrative modification does not permit moving of lot lines.~~

C. Procedure

1. Within ~~ten~~ 10 days of the receipt of a request for a modification, the Director of the Department of Inspection and Standards will make a decision on the requested modification.
2. The decision on the requested modification shall be based on the following determinations:
 - a. The modification requested is reasonably necessary for the full enjoyment of the permitted use minimal to a reasonable enjoyment of the permitted use to which the property is proposed to be devoted.
 - b. If the modification is granted, neighboring property will neither be substantially injured nor its appropriate use substantially impaired.

- c. The modification requested does not require a variance of a flood hazard requirement, unless the building is built in accordance with applicable regulations.
 - d. The modification requested does not violate any rules or regulations with respect to freshwater or coastal wetlands.
4. The modification will be granted unless written objection by anyone who is entitled to notice under this section is received within 14 days of the public notice. If written objection is received within 14 days, the request for a modification is denied. In the case of denial, the changes requested will be considered a request for a variance and may only be issued by the Zoning Board of Review following the standard procedures for variances. If no written objections are received within 14 days, the Director of the Department of Inspection and Standards will grant the modification.

E. Maintenance of Records

The Director of the Department of Inspection and Standards shall keep public records of all requests for modifications, and of findings, determinations, special conditions, and any objections received. Any decision evidencing the granting of a modification shall also be recorded in the Land Evidence Records of the City.

G. Neighborhood Character-Based Modification ("NCBM")

The zoning enforcement officer is authorized to grant NCBM on any parcel with a public water and sewer connection, and for purposes of residential use, from the literal dimensional requirements of the zoning ordinance in the instance of construction, alteration, creation, or structural modification of a dwelling unit provided that:

- 1. Such modifications shall only be granted for dimensional relief from frontage, lot width, and lot depth, up to the average dimensions of the comparable existing built environment;
- 2. The average dimensions of the comparable built environment shall be calculated as follows:
 - a. Comparable existing parcels shall mean all parcels that are:
 - i. Within 200 feet of the subject property; and
 - ii. In the same base zone; and
 - iii. Used for residential purposes.
 - b. The average dimensions shall be confirmed by a professional land surveyor
 - c. The average dimensions are to be determined without any additional review of zoning or building code

analysis of the legality of the existing dimensions of the comparable existing parcels.

- 3. Within 10 days of the receipt of a request for NCBM, the zoning enforcement officer shall make a decision as to the suitability of the requested modification based on the following determinations:
 - a. The modification requested does not require a variance of a flood hazard requirement, unless the building is built in accordance with applicable regulations; and
 - b. The modification requested does not violate any rules or regulations with respect to freshwater or coastal wetlands; and
 - c. The NCBM does not violate and provisions regarding separation included in the state building or fire code.

Upon an affirmative determination, in the case of an NCBM modification of equal to or less than 30% of the requirements of the zoning district, the zoning enforcement officer shall have the authority to issue a permit approving the modification, without any public notice requirements. In the case of an NCBM modification of greater than 30%, the zoning enforcement officer shall notify, by first class mail, all property owners abutting the property which is the subject of the NCBM modification request, and shall indicate the street address of the subject property in the notice, and shall publish in a newspaper of local circulation within the city or town that the modification will be granted unless written objection is received within 14 days of the public notice. If written objection is received from any party entitled to notice under this section within 14 days, the request for modification shall be scheduled for the next available hearing before the Zoning Board of Review on application for a dimensional variance following the standard procedures for such variances, including notice requirements provided for under Section 1801. If no written objections are received within 14 days, the zoning enforcement officer will grant the modification. The zoning enforcement officer may apply any special conditions to the permit as may, in the opinion of the officer, be required to conform to the intent and purposes of the zoning ordinance. The zoning enforcement officer shall keep public records of all requests for modifications, and of findings, determinations, special conditions, and any objections received. Costs of any notice required under this subsection shall be borne by the applicant requesting

1904 LAND DEVELOPMENT PROJECT

E. Adjustments of Dimensional Regulations

- a. Where open space is permanently set aside for public ~~or common~~ use.

1905 ADMINISTRATIVE DEVELOPMENT PLAN REVIEW

C. Applicability

- 1. The administrative officer(s) review the following types of development under administrative development plan review:
 - i. All review in the ES Overlay District.

1906 CITY PLAN COMMISSION FORMAL DEVELOPMENT PLAN REVIEW

C. Applicability

1. The City Plan Commission reviews the following types of development under formal development plan review:

b. Waivers from ground-floor design regulations contained in Section 503.A.8 of this Ordinance.

~~Waivers from design regulations of the C-2, C-3, M-MU, and W-2 Districts, and the TOD Overlay District. The CPC may review applications that require administrative development plan review when a design waiver is required.~~

c. Any development plan review applications requiring relief from the literal provisions of the Zoning Ordinance in the form of a variance or special use permit.

1907 D-1 DISTRICT FORMAL AND ADMINISTRATIVE DEVELOPMENT PLAN REVIEW

C. Applicability

2. The administrative officer, through administrative development plan review, is authorized to regulate public and private land in the D-1 District including the following:

~~f. Temporary uses.~~

~~fg.~~ The administrative officer may waive design regulations as authorized by Article 6 in conjunction with projects under its review.

1911 CERTIFICATE OF APPROPRIATENESS

E. Procedure

5. A certificate of appropriateness may be issued without a public hearing for ordinary maintenance or repair of any structure within a historic district provided that such maintenance or repair does not result in any change of design, type of material, or appearance of the structure or its appurtenances. The Historic District Commission may delegate to ~~the staff of the~~ Department of Planning and Development the authority to approve and issue certificates of appropriateness in accordance with the Historic District Commission's Standards and Guidelines and Rules and Regulations.~~in such circumstances.~~

1913 ZONING INTERPRETATION

B. Authority

Upon written request, tThe Director of the Department of Inspection and Standards is authorized to issue a zoning certificates or provide information regarding the Ordinance to the requesting party. as to determination, and written guidance and clarification of the Ordinance, upon receipt of a written application or request for same. A zoning certificate shall be issued within 20 days of a complete written request.

G. Procedure

- 1.** The Director of the Department of Inspection and Standards reviews a written request for a zoning certificate or for guidance and clarification and shall render the interpretation within 15 days of receipt of a complete application. The Director of the Department of Inspection and Standards may request additional information prior to rendering an interpretation.

1915 BUILDING PERMIT

An application for a building permit for an addition, erection, or enlargement, under the provisions of the Rhode Island Building Code, or for installation or modification to any sign requiring a permit shall be accompanied by a site plan, drawn to scale, showing the accurate dimensions of: the lot; the building site, the location and size of existing buildings on the lot, all proposed construction, all front, side and rear yard dimensions, proposed parking areas, and such other information as may be necessary to enforce the provisions of this Ordinance. The zoning enforcement officer may require a survey if it is reasonably necessary to determine zoning compliance. A site plan is not required with an application for a permit involving the alteration of an existing building(s), where the use and exterior surfaces of the buildings are not changed or enlarged in any manner.

1916 ZONING CERTIFICATE FOR COMPLIANCE

A zoning certificate for compliance is required for any action undertaken for which conformance to this Ordinance is required, but that does not require a building permit under the provisions of the Rhode Island Building Code. For example, when new areas of pavement do not require a building permit, a zoning certificate for compliance indicating conformance to all provisions of this Ordinance is required.

1918 APPEALS

B. Initiation

- 1.** An appeal to the Zoning Board of Review from a decision of the ~~the~~ Historic District Commission or from any error in any order, requirement, decision, or determination other than determinations pursuant to Section 1913.B made by the Director of the Department of Inspection and Standards or other authorized agent in the enforcement of this Ordinance, may be taken by an aggrieved party.
- 2.** If no written response to a written request for a zoning certificate is provided by the Director of Inspection and Standards within the time period in Section 1913.B, the requesting party may take an appeal to the Zoning Board of Review for a determination.
- 23.** Appeals of decisions related to land development projects and development plan review shall follow the procedures in the development review regulations adopted by the City Plan Commission.

ARTICLE 20. NONCONFORMITIES

2002 NONCONFORMING STRUCTURE**F. Extension of Walls for Nonconforming Single-Family, Two-Family, ~~Semi-Detached~~, and Three-Family, and Rowhouse Dwellings**

Where a single-family, two-family, ~~semi-detached~~, or three-family, or rowhouse dwelling is deemed nonconforming because of encroachment into the required interior side or rear yard, the structure may be enlarged or extended vertically or horizontally along the same plane as defined by its existing perimeter walls, so long as the resulting structure does not increase the degree of the existing nonconformity or otherwise violate this Ordinance. (Figure 20-1)

2003 NONCONFORMING LOT**D. Subdivision into Nonconforming Lots**

Where it is documented in an official tax assessor's plat book published by the City of Providence that one or more nonconforming lots previously existed, a subdivision may be performed on the subject property to create the same number of lots that preceded the merger of such lots as long as each of the resultant lots contains at least 3,000~~2,500~~ sf and 30~~25~~ feet of lot width. Subdivision into nonconforming lots pursuant to this section shall not require zoning relief based solely on the reduced lot area of the newly created lot(s). The resulting subdivided lots shall be treated as substandard lots of record and are eligible for administrative modification. The subdivision is subject to all other regulations of this ordinance.

E. Oversized Lot Subdivision

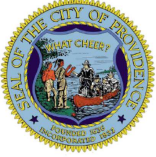
Minor subdivisions shall be permitted for an existing lot with the following characteristics:

1. The existing lot is located within a residential district.
2. Subdivision of the lot results in the creation of a vacant lot or lots for residential use.
3. The resulting vacant lots are equal to or greater in lot area than the lot area of at least 50% of the developed residential lots within 200 feet of the lot proposed for subdivision, as confirmed by a professional land surveyor based on a compilation plan, as such term is defined by the rules and regulations for professional land surveying.
4. Each resulting lot contains at least 3,000 sf.

Oversized lot subdivisions shall not require zoning relief based solely on the reduced lot area of the newly created lot (s). The resulting subdivided lots shall be treated as a substandard lots of record and are eligible for administrative

modification. Oversized lot subdivisions are subject to all other regulations of this ordinance.

SECTION 2: This ordinance shall take effect upon passage.



CITY OF PROVIDENCE

Staff Report

File #: 25-066

Agenda Date: 1/8/2026

Agenda #: 2.

Mile of History Project - \$6,200,000.00

An Ordinance of the City of Providence Approving the Financing of the “Mile of History Project” by the Issuance of Appropriation obligations therefor in an Amount Not to Exceed \$6,200,000.00.

WHEREAS, the City desires to finance the construction, reconstruction and installation of streets and sidewalks and appurtenances thereto on, and adjacent to, the Benefit Street area (the “Mile of History Project” or the “Project”) and to finance the Project through one or more loans from the Rhode Island Infrastructure Bank (“RIIB”) municipal road and bridge revolving fund pursuant to chapter 24-18 of the Rhode Island General Laws and/or RIIB’s efficient buildings revolving fund pursuant to Chapter 46-12.2 of the Rhode Island General Laws and/or Rhode Island General Laws Section 45-12-33, as amended from time to time;

WHEREAS, the estimated maximum cost of the Project is \$6,200,000;

WHEREAS, the period of usefulness of the Project is expected to be up to (20) years;

WHEREAS, if the Obligations (defined below) are issued as general obligations (secured by the full faith and credit and taxing power of the City) the net debt of the City after the issuance of the Obligations is expected to be \$269,219,303; and

WHEREAS, the Obligations authorized hereby will be within all debt and other limitations prescribed by the Constitution and the laws of State of Rhode Island (“State”).

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF PROVIDENCE THAT:

SECTION 1. The sum of Six Million Two Hundred Thousand Dollars (\$6,200,000) is appropriated for the development and financing of the Project, including funding a debt service reserve fund, if required by RIIB, and financing costs.

SECTION 2. In accordance with Chapter 46-12.2 and/or Chapter 24-18 of the Rhode Island General Laws and/or Rhode Island General Laws Section 45-12-33, as amended from time to time, the City Treasurer and the Mayor are hereby authorized to borrow an amount not exceeding Six Million Two Hundred Thousand Dollars (\$6,200,000) from RIIB, and to evidence such loan, such officers are hereby authorized to issue and refund on behalf of the City, in an amount not exceeding Six Million Two Hundred Thousand Dollars (\$6,200,000) appropriation obligations (the “Obligations”) of the City, at one time, or from time to time in order to meet the foregoing appropriation.

SECTION 3. The manner of sale, amount, denominations, maturities, conversion or registration privileges, interest rates, medium of payment, and other terms, conditions and details of the Obligations may be fixed by the officers authorized to sign the Obligations.

SECTION 4. Pending the issuance of the Obligations under Section 2 hereof, the City Treasurer may expend funds from the General Fund of the City for the purposes specified in Section 1 hereof. Any advances made under this section shall be repaid without interest from the proceeds of the Obligations issued hereunder or from the proceeds of applicable federal or state assistance or from other available funds.

SECTION 5. The City Treasurer and the Mayor are hereby authorized to enter into a loan agreement and other financing documents with RIIB (the "Financing Documents") and said officers are hereby authorized and instructed to take all actions, and to execute and deliver the Financing Documents and any related agreements, certificates and other documents in such form as they may deem necessary or desirable to implement the Project. To the extent that the Financing Documents contemplate tax-exempt financing, such officers are also authorized to take all action, on behalf of the City, necessary to insure that the interest component of the Obligation payments will be excludable from gross income for federal income tax purposes and to refrain from all actions which would cause the interest component of the Obligation payments to become subject to federal income taxes.

SECTION 6. This Ordinance is an affirmative action of the City Council toward the execution and delivery of the Obligations and the Financing Documents in accordance with the purposes of the laws of the State. This Ordinance constitutes the City's declaration of official intent, pursuant to Treasury Regulation 1.150 (2), to reimburse the City's General Fund for certain capital expenditures paid on or after the date which is sixty (60) days prior to the date of this Ordinance, but prior to the execution and delivery of the Obligations and the Financing Documents. Such amounts to be reimbursed shall not exceed \$6,200,000 and shall be reimbursed not later than eighteen (18) months after (a) the date on which the expenditure is paid or (b) the date the property is placed in service or abandoned, but in no event later than three (3) years after the date the expenditure is paid.

SECTION 7. The Director of Finance and the Mayor are authorized to take all actions necessary to comply with federal tax and securities laws including Rule 15c2-12 of the Securities and Exchange Commission (the "SEC Rule") and to execute and deliver one or more Disclosure Certificates in connection with the Obligations in the form as shall be deemed advisable by the Director of Finance and the Mayor in order to comply with the SEC Rule. The City hereby covenants and agrees that it will comply with and carry out all of the provisions of the Disclosure Certificates, as they may be amended from time to time. Notwithstanding any other provision of this Ordinance or the Obligations, failure of the City to comply with a Disclosure Certificate shall not be considered an event of default; however, any holder of the Obligations may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the City to comply with its obligations under this Section and under the Disclosure Certificate.

SECTION 8. This Ordinance shall take effect upon passage.



CITY OF PROVIDENCE

RHODE ISLAND

Staff Report

File #: 25-047

Agenda Date: 11/20/2025

Agenda #: 3.

This is a new item and not the same as the old one.
Staff suggest this item be approved by Council at the meeting on the 20th.

Legistar Drafting Agenda Items/Files

Providence, RI.

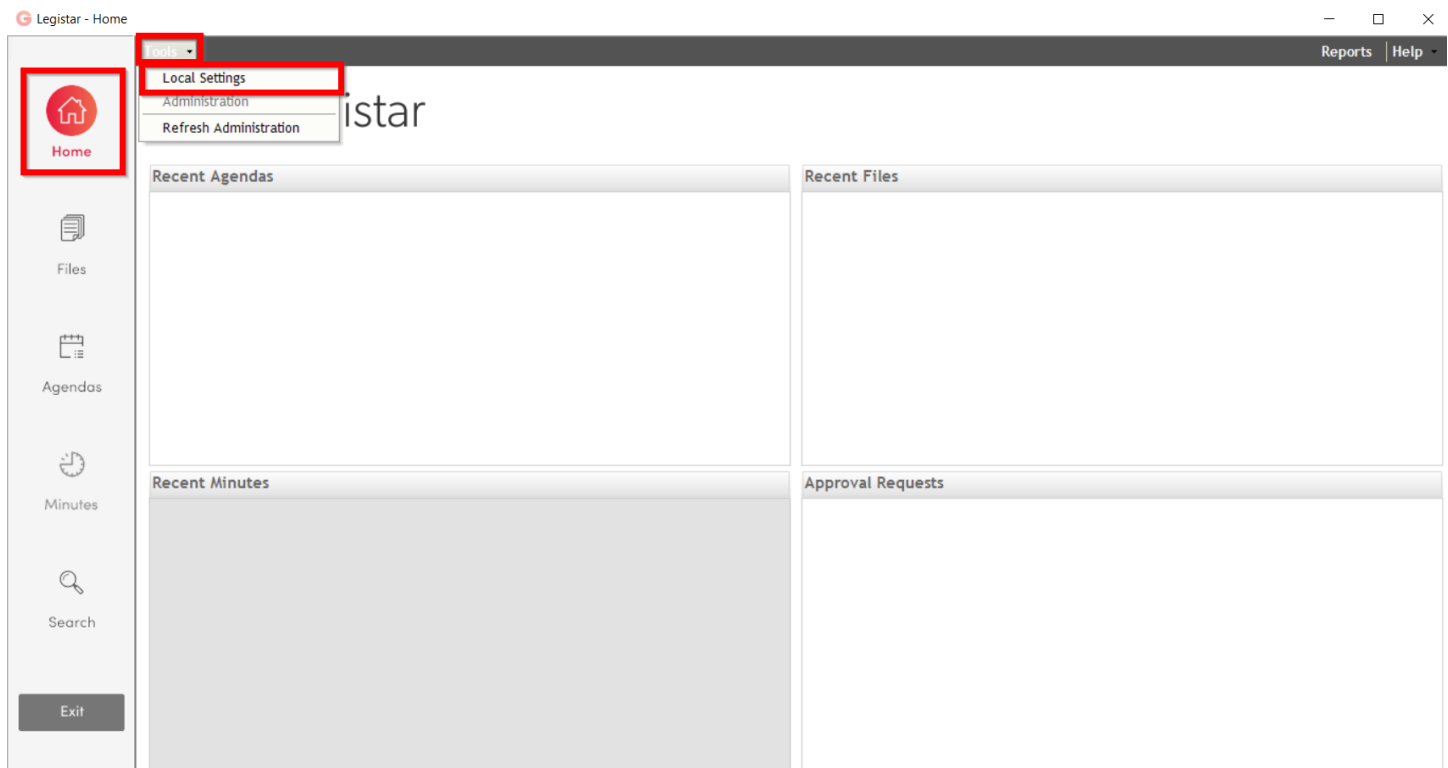
Overview

This quick reference guide provides instructions on how to draft an Agenda item. The drafting process in Legistar is the same for any type of Legislative File or Agenda Item you create. Within the Legistar workflow, anyone who drafts files and creates agenda items is called a “Drafter”.

Before drafting your first Agenda Item, ensure that key Local Settings are configured correctly.

Each individual user has access to **Local Settings** that will autofill certain fields throughout the Files module for that individual user. Local Settings is also where users can change their password. While there are many Local Settings available, the Local Settings detailed in this guide are specific to the needs of a Drafter.

1. To access Local Settings, click the **Tools menu** on the **Home screen** and select **Local Settings**.



2. On the **Personal Settings tab**, click the **Legislative Files** section. Here you can set default settings to autofill in the Files module.
NOTE: As you click on each menu, the Description on the right will give you more information about what that setting controls.
 - **Default Body Sponsor:** If you would like Legistar to autofill a specific meeting body on the **Associations tab** in the **Sponsors** field, select that body here. This will not be used.
 - **Default File Controlling Body:** Set the default Meeting Body that you would like to autofill in the **In Control** field when you click **New** to create a new Agenda Item – for most Legistar users, this should be **City Council**.
 - **Default File Status:** This should always be set to **Draft**. Do not make changes to this setting.

- **Default File Type:** File Type = Type. The default Type for Drafters should be set to **Resolution**.
- **Default Name Sponsor:** If you would like Legistar to autofill a specific individual's name on the **Associations tab** in the **Sponsors** field, select that person here.

To apply any changes, you must click **Save**.

Directions to change your **password** in Local Settings can be found at the end of this guide.

Step 1: Create a New Agenda Item

1. Click **Files** from the left-hand navigation menu to open the **Files** module.
2. Click **New**.
3. The **File ID** field will auto-populate and should not be edited. Drafters do not have permission to edit this field.
4. The **Type**, **Status**, and **In Control** fields auto-populate with your Local Settings.
 - **Type** will fill in with the default type set by system, but Drafters will be able to edit as needed.
 - **Meeting Type** should be **City Council** and should not be changed. This field is required.
 - **Leave the Status as Draft** – the Status will be auto-updated as the item moves through the approval workflow. *Drafters do not have permission to edit this field.*
 - The **File Created** field auto-populates with today's date, which should not be changed.
5. Select the **Agenda Date** (*it is required*). Click the calendar icon next to the Agenda Date field or use your keypad to type in the date.
6. You will not be able to type directly into the **Title** field. This field will auto-populate by the Rich Text Editor you work with in Step 2.
7. Leave the **Final Action** field blank. This field will be auto-populated later.
8. Click **Save**.

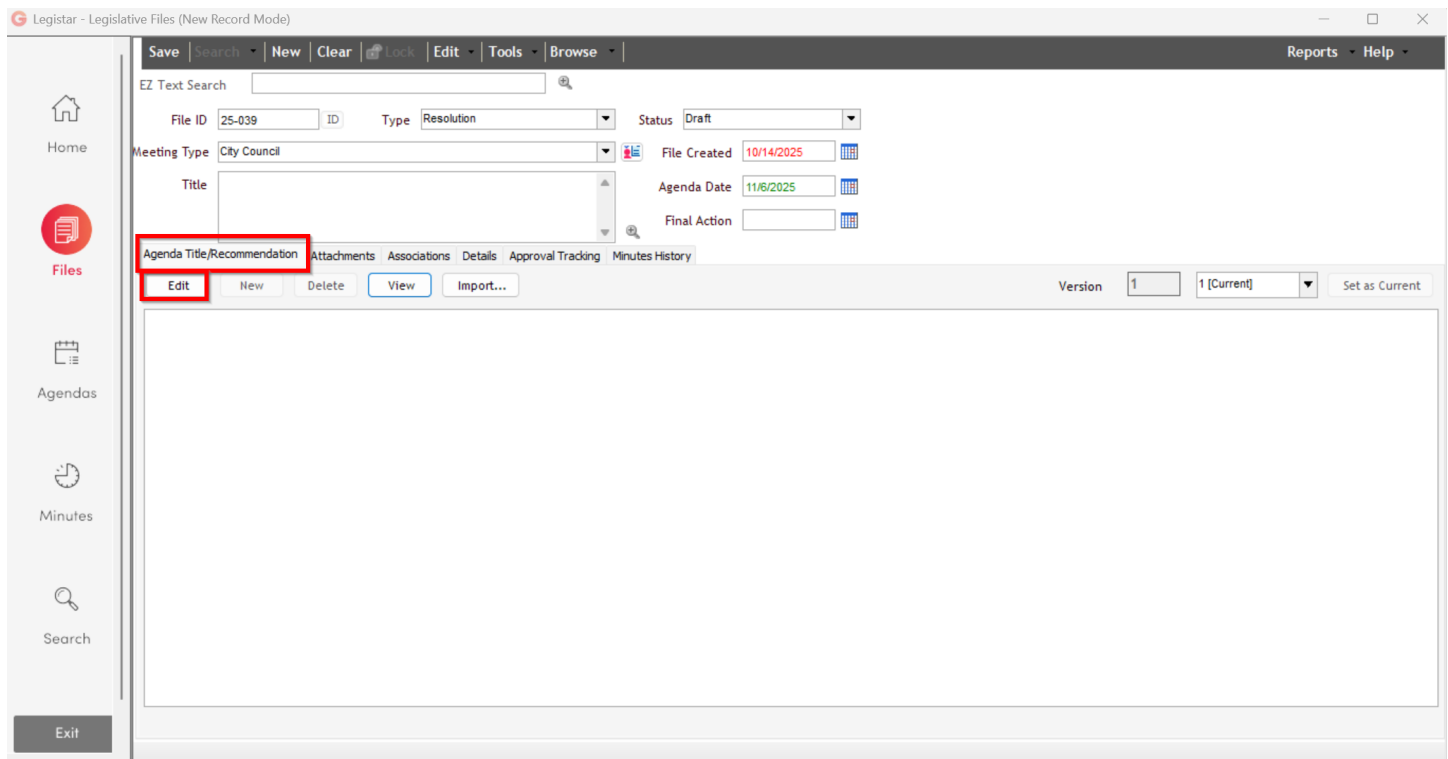
The screenshot shows the Legistar Legislative Files (New Record Mode) interface. The 'New' button is highlighted in red. The 'File ID' field is 25-039. The 'Type' dropdown is set to 'Resolution'. The 'Meeting Type' dropdown is set to 'City Council'. The 'File Created' field shows 10/14/2025. The 'Agenda Date' field shows 11/8/2025. The 'Final Action' field is blank. The interface includes a sidebar with 'Files', 'Agendas', 'Minutes', and 'Search' options, and a main content area with a title field and a rich text editor.

Step 2: Agenda Title/Recommendation Tab

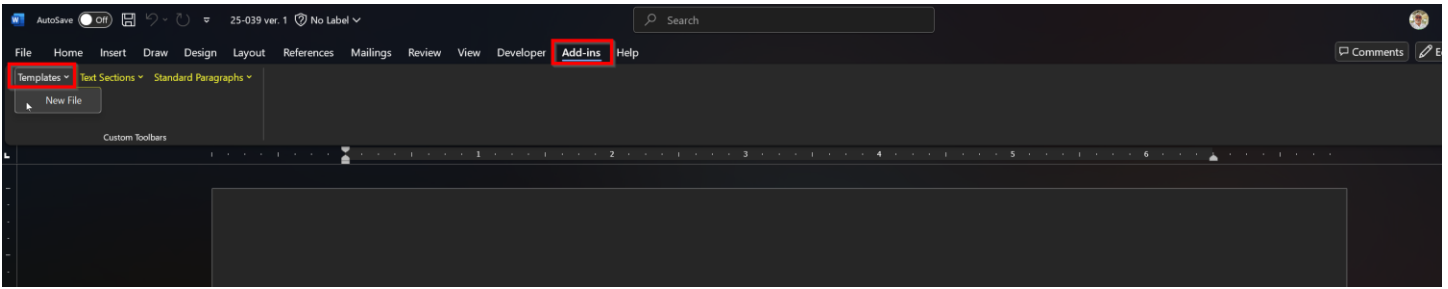
The **Agenda Title/Recommendation** tab displays the text of the Agenda Item/File. The following steps explain how to enter file text by accessing a Microsoft Word document template designed by your Core Team. For certain Legistar reports to pull in data properly, the Microsoft Word document templates are specifically formatted.

Option 1: Click Edit to access a blank copy of a Text File Template in Word:

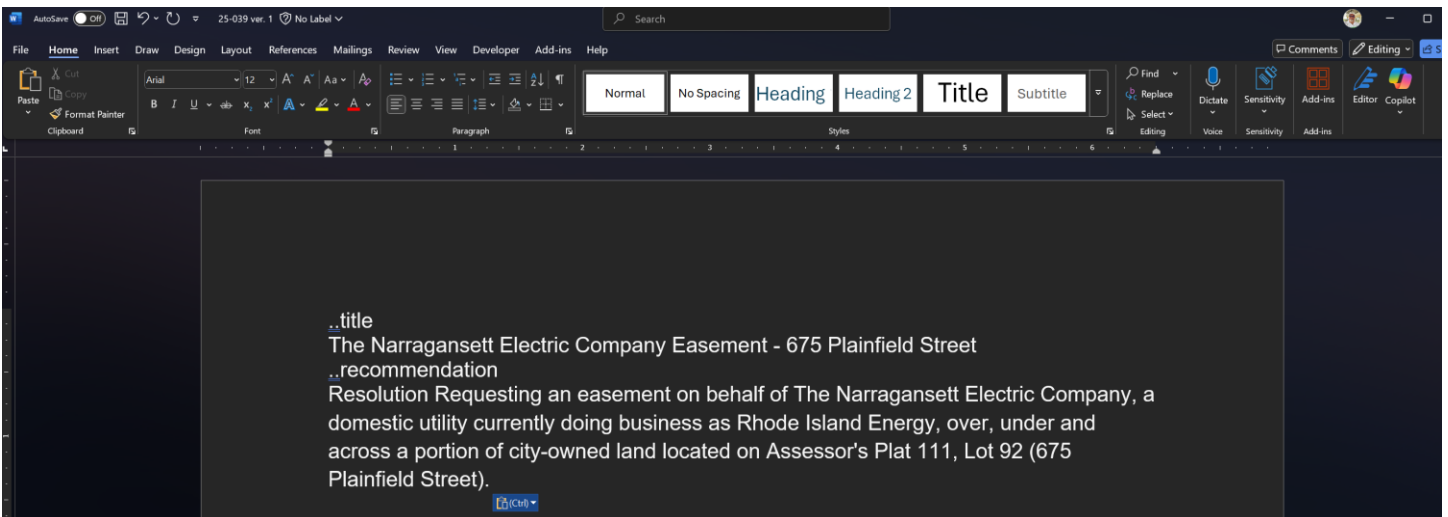
1. On the **Agenda Item Request** tab, click the **Edit** button. Microsoft Word opens.
 - **New** – Allows you to create a new version of the legislative file. **(Drafters will not be able to do this)**
 - **Delete** – Allows you to delete the current version of the file text and go back to the old version. **(Drafters will not be able to do this)**
 - **View** – opens the file .dotx file
 - **Import** – See instructions below.



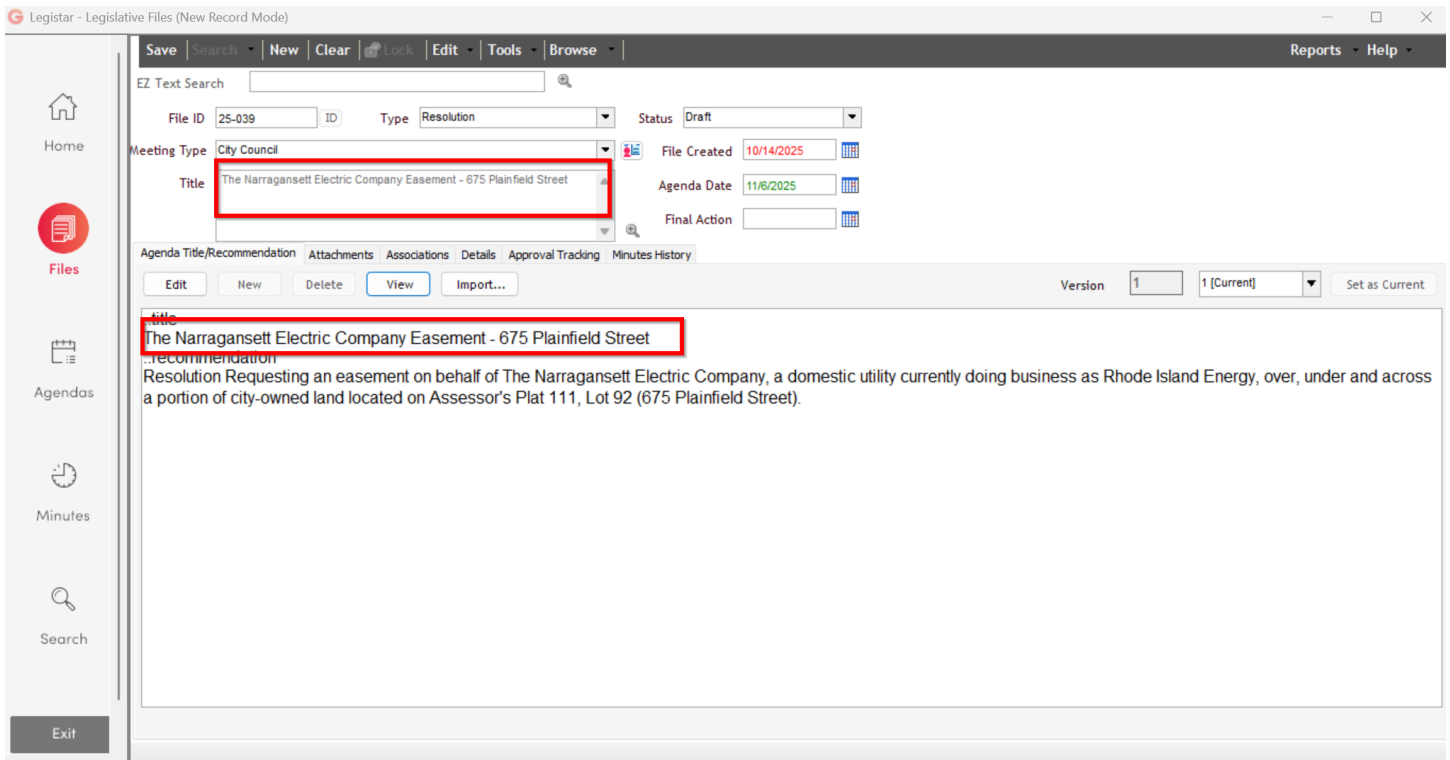
2. Once Microsoft Word opens, click the **Add-Ins** tab at the top right on your ribbon.
3. Next click **Templates** at the top left and select the appropriate template. More templates may be added in the future. Please disregard the Text Sections and Standard Paragraphs options, which are highlighted in yellow below.



4. A pop-up will ask for confirmation that this will replace and save the current (blank) Word document. Click **Yes** to continue.
5. Once the template loads, enter or edit the appropriate information in the applicable fields. **Do not delete the “..body”, “..title”, or “..end” text.** These “tags” are coded to populate in the Title field and on certain reports.
6. Click the small **Save icon** in the top left of your Word window.

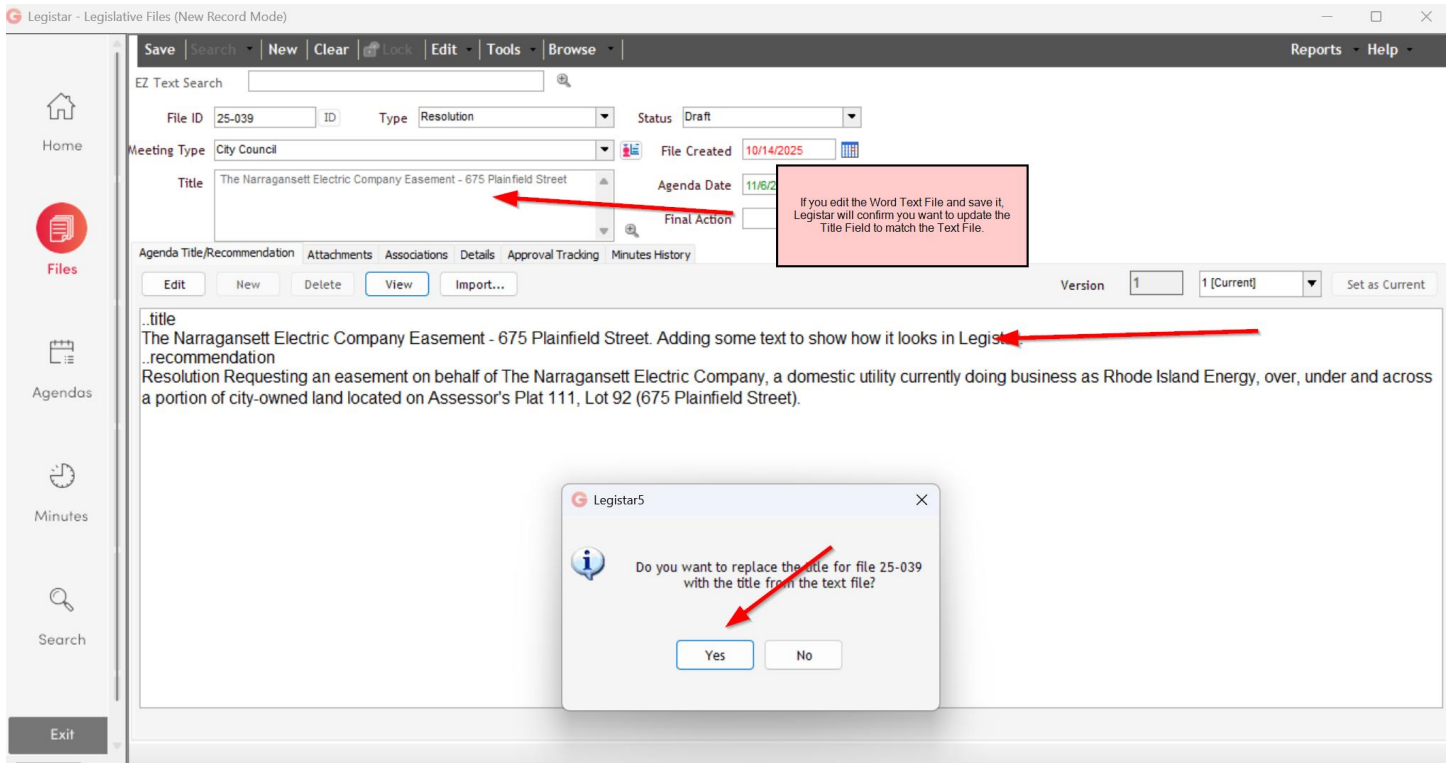


7. Click the **X** at the top right of your Word window to close Microsoft Word and return to Legistar.



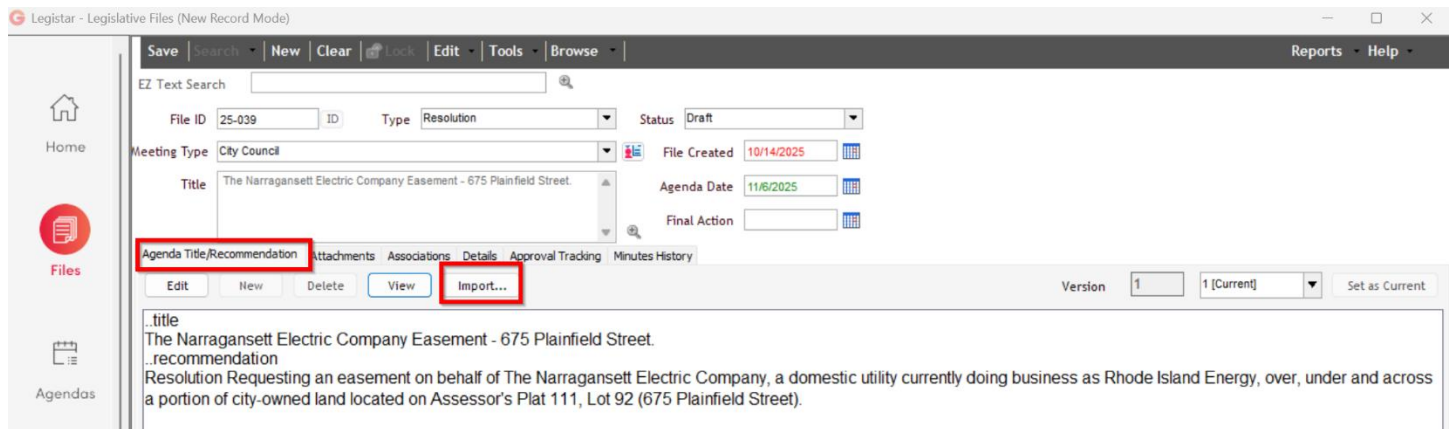
8. The Word document you filled out will load into Legistar. You will now see the **Title** field populate with the **Agenda Title/Recommendation** information from the document, and the lower window allows you to view the entire Text File text (see screenshot below). You cannot type or make changes in the viewer window on the Text File tab.
9. Click the **Edit** button again to make changes to the Word document. *Do not type directly into the Title box.*

NOTE: If you edit the Text File by opening Word again and make any edits to the “..title” section, Legistar will ask for confirmation that you would like to update the Title field with the new text. In most cases, the answer will be “yes”.

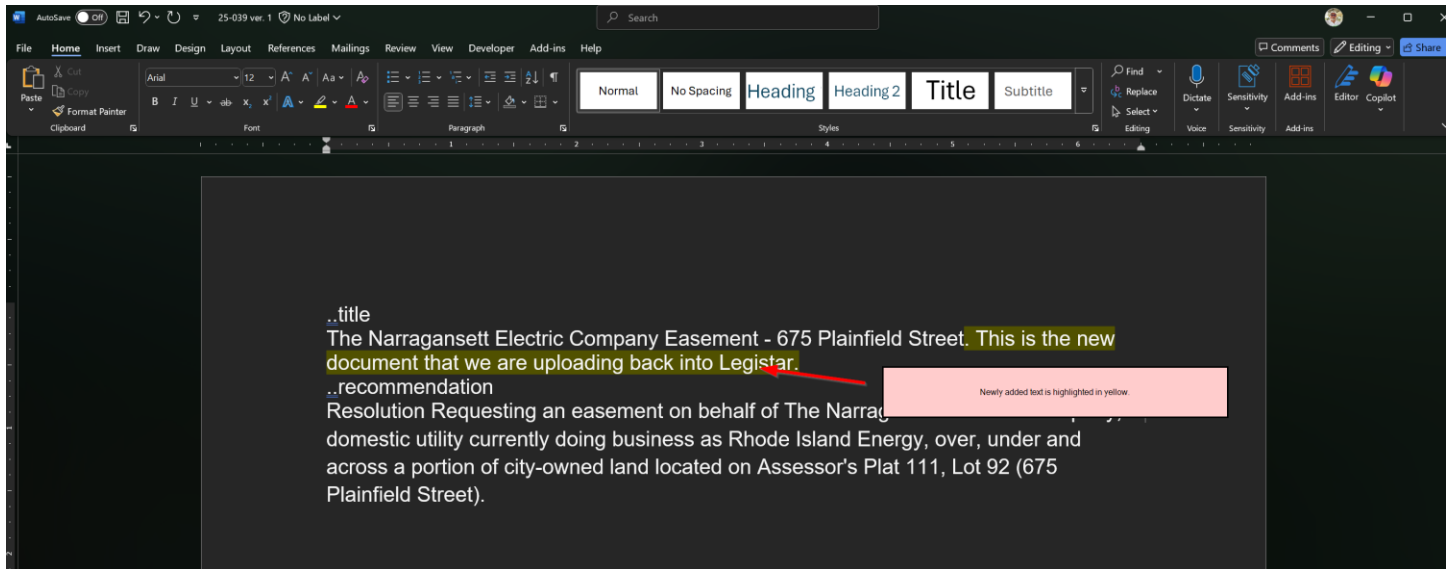


Option 2: Click Import to load a previously completed Text File into Legistar:

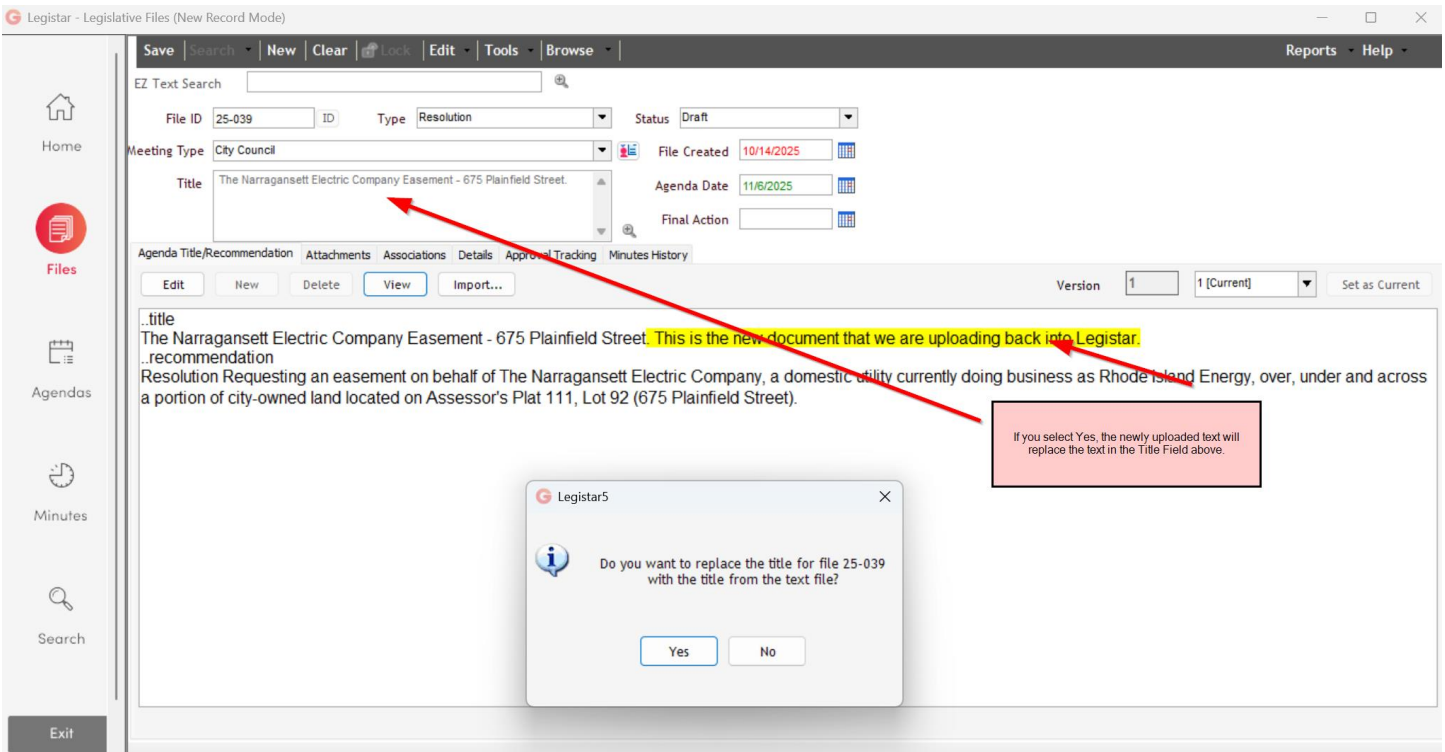
1. On the **Text File tab**, click the **Import** button. Your computer's local files open. Select the completed template you want to upload into Legistar and click **Open**. *This document must be a .dot document.*
 - i. **NOTE:** Drafters must ensure they have the same “..motion text”, “..title”, and “..end” code tags in the same locations as the templates available through Edit (option 1). If these tags are missing or in different locations on the imported document, the Agenda and other File/Agenda Item reports will display inconsistently.



2. The Word document opens. If any edits/additions are needed before loading into Legistar, edit as needed. **Do not delete the “..body”, “..title”, or “..end” text.** These “tags” are coded to populate in the Title field and on certain reports.
3. Click the small **Save icon** in the top left of your Word window.
4. Click the **X** at the top right of your Word window to close Microsoft Word and return to Legistar.



- The Word document you filled out will load into Legistar. There will be a prompt to confirm we want to save the imported text into Legistar. Select Yes to save it in the system. You will now see the **Title** field populate with the Agenda Title and Recommendation information from the document, and the lower window allows you to view the entire Text File text (see screenshot below). You cannot type or make changes in the viewer window on the Text File tab.



- Click the **Edit** button again to make changes to the Word document. Do not type directly into the Title box.

NOTE: If you edit the Text File by opening Word again and make any edits to the “..title” section, Legistar will ask for confirmation that you would like to update the Title field with the new text. In most cases, the answer will be “yes”.

Step 3: Attachments Tab

You can add attachments of any file type, such as MS Word, Excel, PowerPoint, PDFs, text files, and images. Multi-media format files cannot be added as attachments. Non-PDF attachments will be converted to PDF when they are published to InSite. Clicking **the arrow next to Attach** will allow you to attach hyperlinks or scans. We recommend a maximum individual attachment size of 100 MB - anything larger should be compressed or split into multiple files. Attachments that are too large may cause issues when generating the Agenda Packet. The public may also have difficulty opening large attachments.

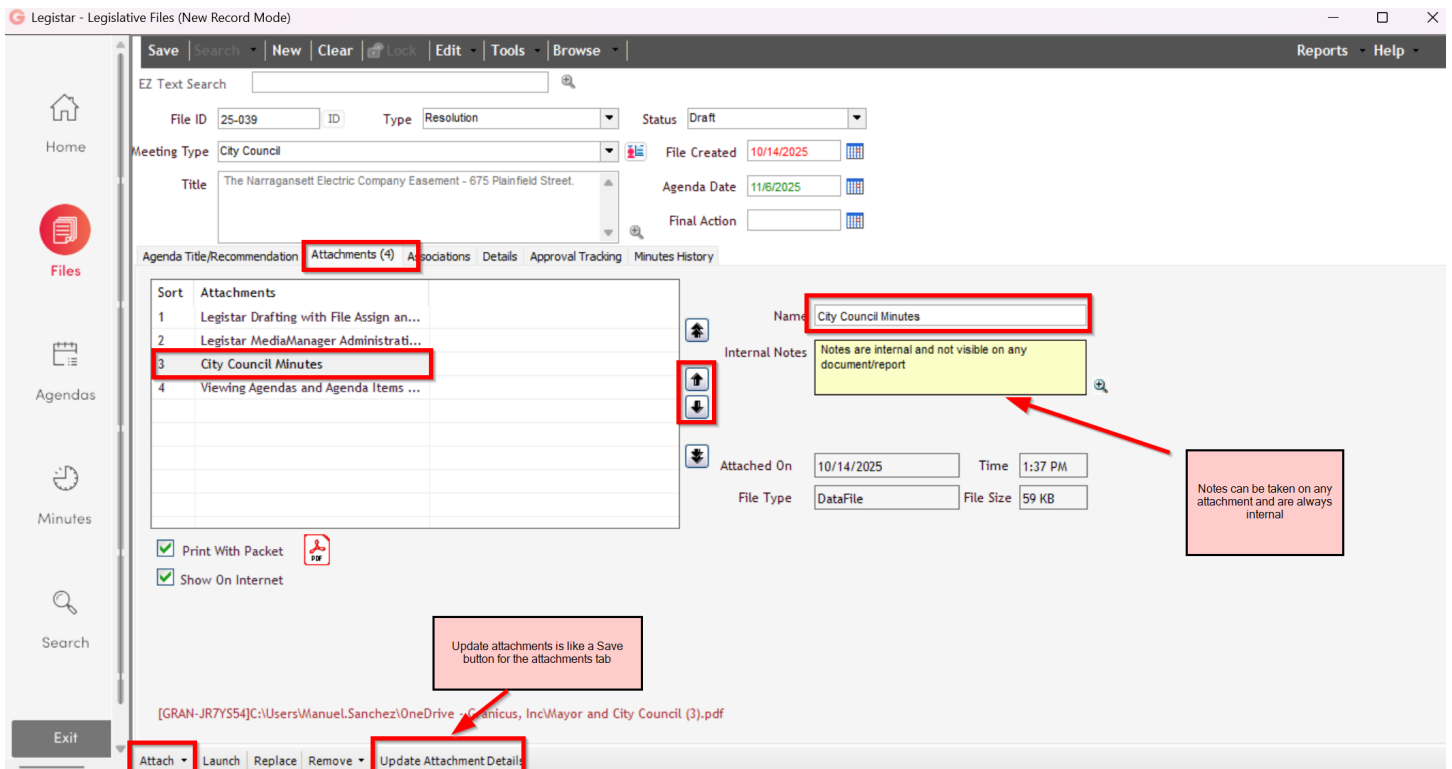
Warning! Attachment names should never include special characters (such as #, \$, or ^). The Attachment names can appear as hyperlinks on the agenda and will be included in the Agenda Packet.

1. Click the **Attachments** tab.
2. To attach files, click **Attach** at the bottom left-hand corner of the window, locate the file(s) for import, and click **Open**. The file is now attached to the Agenda Item. For more options, click the **Attach dropdown arrow**, and continue to the next step.
3. You can rename the attachment by entering the new name in the **Name** field and then clicking the **Update Attachment Details** tab at the bottom left of the screen.
4. To **delete** an attachment, select the attachment and click **Remove** at the bottom left.
5. To **open** an attachment, you can **double-click** it. Or select the attachment and click **Launch** at the bottom left.

After opening or launching an editable format attachment, you can edit the document. To save your changes back to Legistar, click the **Save icon** and **close** out of the attachment.

NOTE: Changes made to attachments in Legistar do NOT update the local copy saved to your local drive.

6. To **replace** an attachment, select it in the grid then click the **Replace** button.
7. The **Internal Notes** field allows you to write internal-only notes that do not print on the published agenda or become public at any time. They are internal to the selected attachment only and will only be visible within Legistar.
8. **Reorder the list of attachments** by highlighting the desired attachment and using the arrows to the right of the grid. Click **Save** when the attachments are listed in the proper order.



Step 4: Associations Tab

The **Associations** tab allows you to add details to this Agenda item that will associate a Sponsor (Presenter) and reference to this File within Legistar and InSite.

Note: You will be using **Related Files**. The process for selecting Associations is the same for each category – step by step directions are listed after category descriptions.

Code Sections: Providence is not using this Association.

Indexes (Categories): **Providence is planning to use this Association.**

Sponsors: this allows for the sponsor(s) of an item to be displayed on the report (Staff Report and/or the Agenda. It can also be displayed on InSite. Providence will use this field to indicate any elected officials who have sponsored the item.

Related Files: Associating another File to this Agenda Item can create a hyperlink to the related File on InSite and provides a reference for other items that pertain to this one. **NOTE:** These are like "Relationships".

To add Associations of any category to your Agenda Item:

1. Click **Edit** next to the category you would like to add an association in.
2. Select your Associations from the **Sponsor** and/or **Related Files** column on the left – multiple can be selected by holding down Shift or Control. Use the Search box at the top to find a specific item in the Available list.
3. With the selections highlighted in the Available column, use the **single right-pointing arrow** to move your selections into the **Selected Sponsor and/or Related Files** column on the right. The double right-pointing arrow will move the entire list of Available Associations to the Selected column.
4. When your Selected column is ready, click **Save**. Then, click **Close**. Your selected Associations will appear in their respective field.

Legistar - Legislative Files (New Record Mode)

Save Search New Clear Lock Edit Tools Browse Reports Help

EZ Text Search

File ID: 25-039 ID Type: Resolution Status: Draft

Meeting Type: City Council File Created: 10/14/2025

Title: The Narragansett Electric Company Easement - 675 Plainfield Street. Agenda Date: 11/6/2025

Final Action

Agenda Title/Recommendation Attachments (4) Associations Details Approval Tracking Minutes History

Code Sections (0) Edit

Indexes Edit

Sponsors Edit

Related Files

Legislative Files - Indexes

Save New Tools Help Close

Search: []

Available Indexes

Selected Indexes

Short Term Rentals

0 Item(s) 1 Item(s)

Exit

Legistar - Legislative Files (New Record Mode)

Save Search New Clear Lock Edit Tools Browse Reports Help

EZ Text Search

File ID: 25-039 ID Type: Resolution Status: Draft

Meeting Type: City Council File Created: 10/14/2025

Title: The Narragansett Electric Company Easement - 675 Plainfield Street. Agenda Date: 11/6/2025

Final Action

Agenda Title/Recommendation Attachments (4) Associations Details Approval Tracking Minutes History

Code Sections (0) Edit

Indexes (1) Edit

Sponsors (2) Edit

Related Files (3)

Legislative Files - Sponsors

Save Help Close

Search: []

Available Sponsors

Selected Sponsors

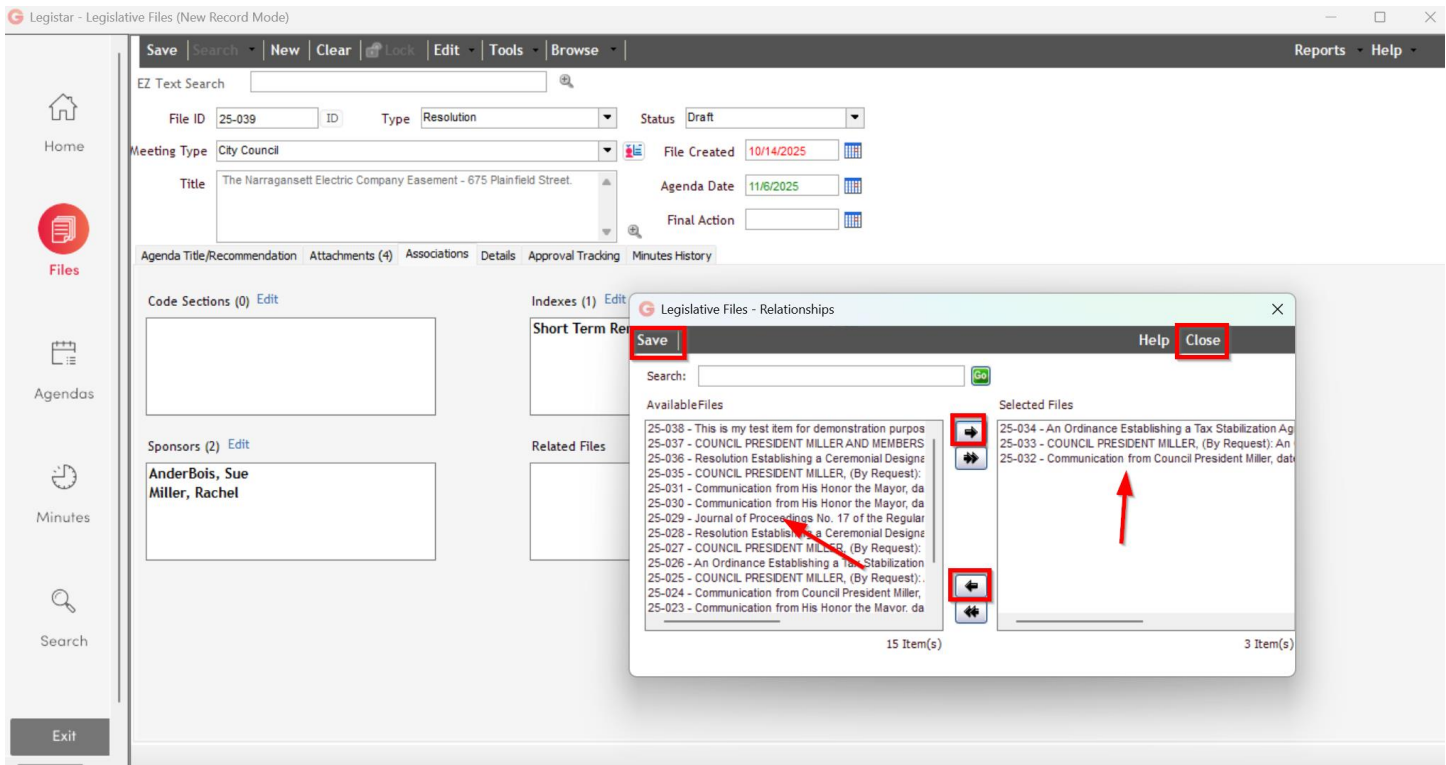
Espinal, Pedro
Howland, John

AnderBois, Sue
Miller, Rachel

2 Item(s) 2 Item(s)

File Version: 1 [Current]

Exit



Step 5: Details Tab

The **Details** tab contains additional information about the agenda item.

Not Viewable via Insite: This will remain checked until the agenda is published. Once the agenda is published the system will uncheck this box automatically. Drafters will not have the ability to edit this field.

Department: Choose the corresponding department item is coming from. Will fill in the department the drafter has set in their Local Settings, if applicable.

Entered By: This field should auto-populate the drafter or author's email address. NOTE: if your email does not appear in this field or is incorrect, please contact your core project team.

Internal Notes: This is an optional field where you can enter notes that will not appear to the public.

Agenda Number: This field will auto populate the agenda item number once it is assigned during the agenda creation process.

Enactment Number: This number will be automatically assigned.

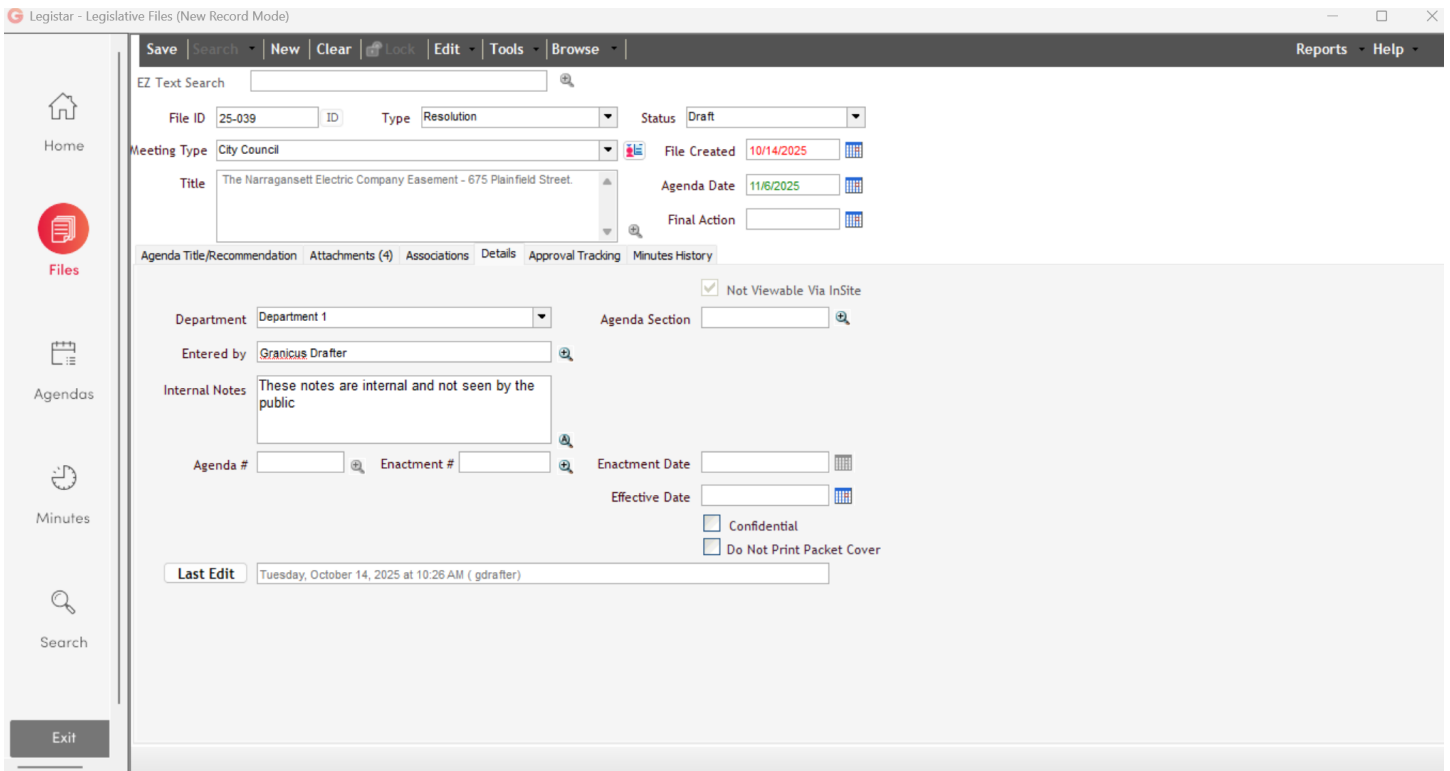
Enactment Date: The date the item is to be enacted and will be automatically assigned. (Drafters do not have access to this field.

Effective Date: The date that the item takes effect if it is a date other than the agenda date. Always a Manual entry.

Confidential: This can be used to prevent users from viewing files marked as confidential in Legistar unless they are in a user group that has access.

Do Not Print Packet Cover: This allows you not to have a Cover Page print on your Agenda Packet for this item. The attachments will still show, just not the Cover Page.

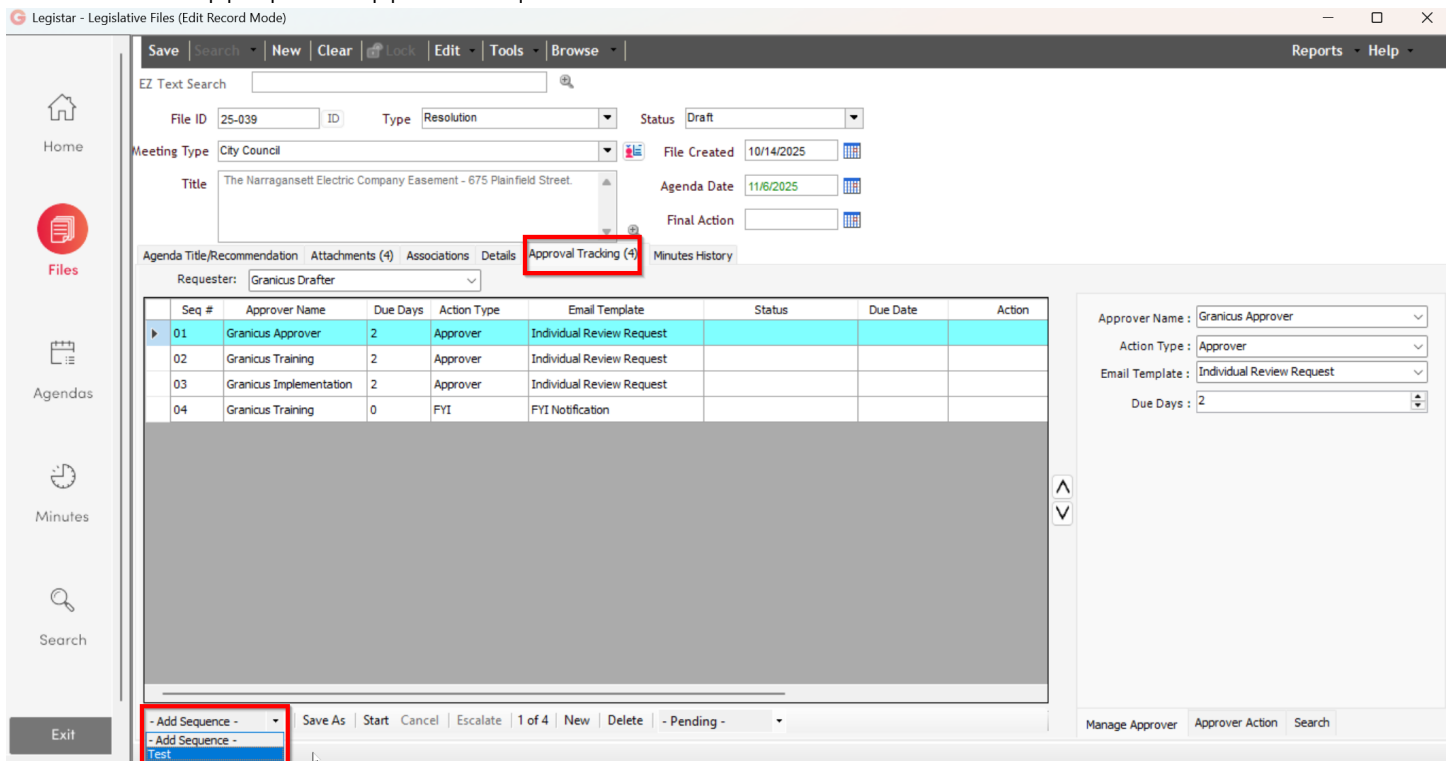
Last Edit – this is the files history. It tracks any changes or edits made to the item; from the time it was first created.



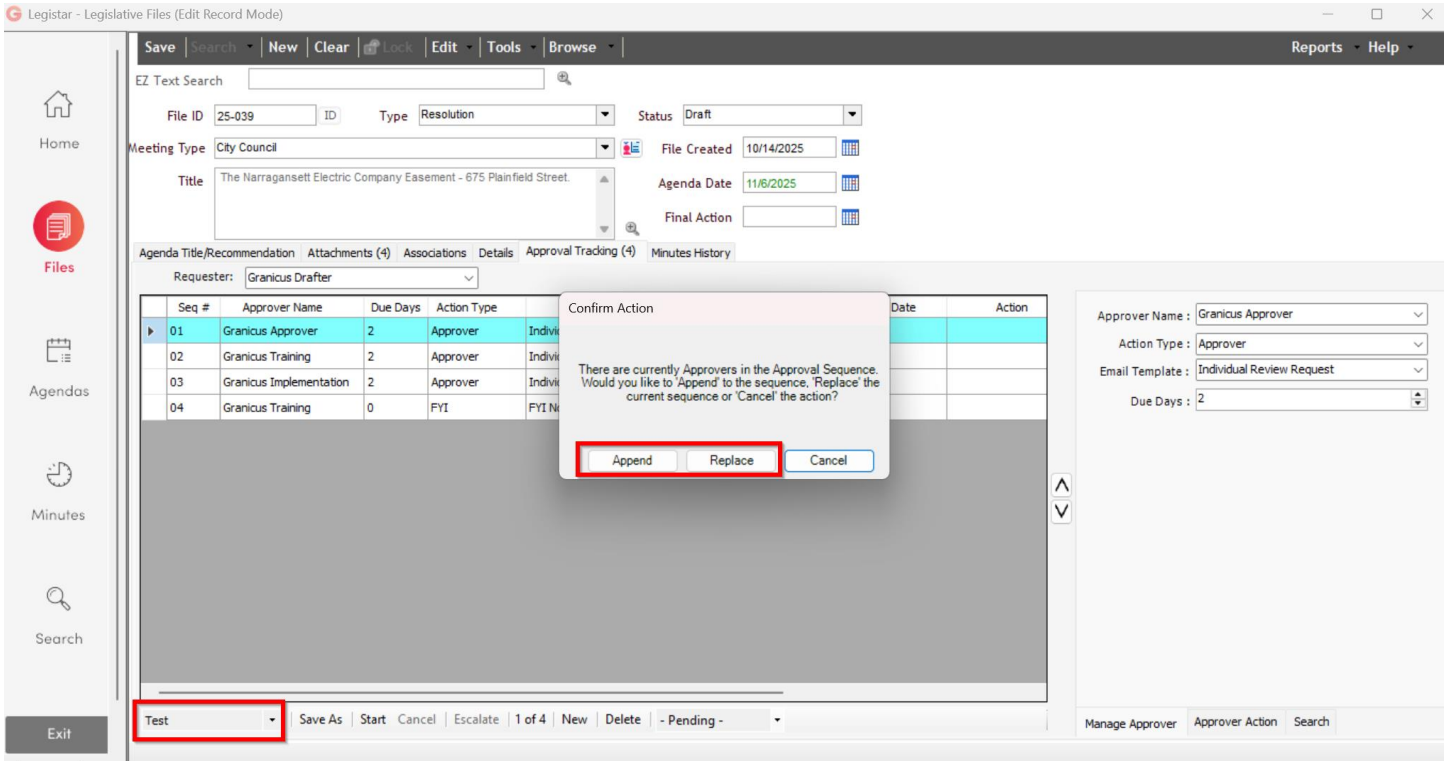
Step 5: Approval Tracking Tab

The **Approval Tracking tab** allows you to select an Approval Sequence and edit the sequence before the Agenda Item is submitted to Approvers.

1. Click the **Approval Tracking** tab.
2. Click **Add Sequence** is located at the bottom left of the screen.
3. **Select** the appropriate approval sequence from the list.

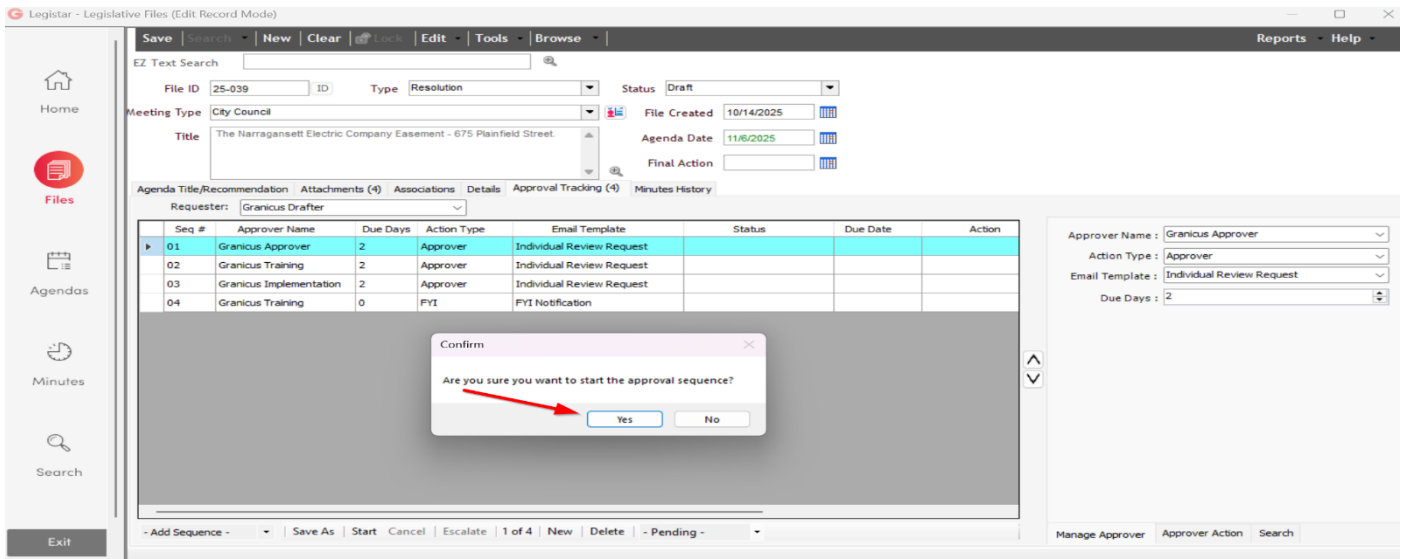


4. Once the sequence loads, it will contain the list of Approvers for this Agenda Item. **Drafters will be limited in their ability to edit the workflow.**
 - If you accidentally selected the wrong sequence and need to correct it, click **Add Sequence**, click the intended sequence, then **Replace** to change the workflow.
 - If you would like to combine multiple sequences to occur one after the other, click **Add Sequence**, click the intended sequence, then **Append** to add the second sequence after the first.



5. Click **Start** to begin the Approval Sequence. Click **Yes** in the pop-up to confirm you are beginning this Approval Tracking Sequence.

NOTE: Once you click Start, the button's label will change from "Start" to "Pause".



- The **status** of the file will automatically update to **Approval Review**. The first Approver in the sequence will receive an email that the File is ready for them to review.
- Once the Approval Workflow has been completed (status is "Agenda Ready"), the Drafter **will have permission to edit** the Agenda Item during the review process.

The screenshot shows the Legistar interface for a file with ID 25-039. The status is 'Approval Review'. The meeting type is 'City Council' and the title is 'The Narragansett Electric Company Easement - 675 Plainfield Street'. The 'Approval Tracking' tab is active, showing a table of approvers:

Seq #	Approver Name	Due Days	Action Type	Email Template	Status	Due Date	Action
01	Granicus Approver	2	Approver	Individual Review Request	Review Requested	10/17/2025	
02	Granicus Training	2	Approver	Individual Review Request			
03	Granicus Implementation	2	Approver	Individual Review Request			
04	Granicus Training	0	FYI	FYI Notification			

A callout box states: "The Status will change from Draft to Approval Review once the sequence has been started". Another callout box states: "Drafters will not have the option to choose Cancel, New, or Delete. Only Admins have full access to these options". The bottom toolbar shows buttons for 'Save As', 'Pause', 'Cancel', 'Escalate', 'New', and 'Delete'. The 'Escalate' button is highlighted with a red box and an arrow.

- While the Agenda Item is in Approval Review, there may be times when the Drafter, or another user, needs to **Escalate** the workflow past an Approver and delegate the turn to that Approver's Alternate Approver (for example, if that Approver is on vacation and forgot to turn on their Out of Office setting). To **Escalate** to an Approver's Alternate, select the active Approver (whose name is **green and bold**) and click **Escalate** on the **Approval Tracking** tab. Confirm "Yes" in the pop-up. The Alternate Approver will be input into the sequence and become the active Approver.
 - NOTE:** If no Alternate Approver has been programmed for that Approver, you will get an alert that no Alternate has been set up for this Approver. Reach out to your System Administrator for the next steps.

Legistar - Legislative Files (Read Only Mode)

Save Search New Clear Unlock Edit Tools Browse Reports Help

EZ Text Search

File ID 25-039 ID Type Resolution Status Approval Review

Meeting Type City Council File Created 10/14/2025

Title The Narragansett Electric Company Easement - 675 Plainfield Street. Agenda Date 11/6/2025

Final Action

Agenda Title/Recommendation Attachments (4) Associations Detail Approval Tracking (5) Minutes History

Requester: Granicus Drafter

Seq #	Approver Name	Due Days	Action Type	Email Template	Status	Due Date	Action
01	Granicus Approver	2	Approver	Individual Review Request	Escalated for Inaction	10/17/2025	
02	Manny Sanchez	1	Approver	Individual Review Request	Escalated Review Req...	10/16/2025	
03	Granicus Training	2	Approver	Individual Review Request			
04	Granicus Implementation	2	Approver	Individual Review Request			
05	Granicus Training	0	FYI	FYI Notification			

Approver Name: Granicus Training

Action Type: Approver

Email Template: Individual Review Request

Due Days: 2

The name of the approver the item has been escalated to will appear in green

Save As Pause Cancel Escalate 3 of 5 New Delete - Pending -

Manage Approver Approver Action Search

Searching in the Files Module

Note: Searching may be limited based on user group permissions set by your designated Legistar Administrators.

1. You must be in **Search Mode** before you can locate a file; click the **Clear** button at the top of the screen at any time to return to Search Mode. This does not delete information; it simply removes all the information from the fields and sets you to Search Mode.
2. Enter search criteria in any of the fields or enter criteria in a combination of fields at the top of the screen (e.g., Agenda Category, Status, Agenda Type, Scheduled Meeting date, etc.).
3. Click **Search**. If there is more than one record found, click **Yes** to display all records.
4. Click a record in the list to open it.

EZ Text Search:

Enter keywords in the **EZ Text Search** field. Click the magnifying glass icon to open a text box for further defining your search. EZ Text Search only searches through legislative file text fields, and the text and titles of attachments; drop-down and date fields are not searched. Also, EZ Text only pulls up exact phrases to your search text.

Date Range and Wild Card Searching:

Within the Search menu in any Legistar modules, you can use the following date range search tools alone or in conjunction with the date entry shortcuts:

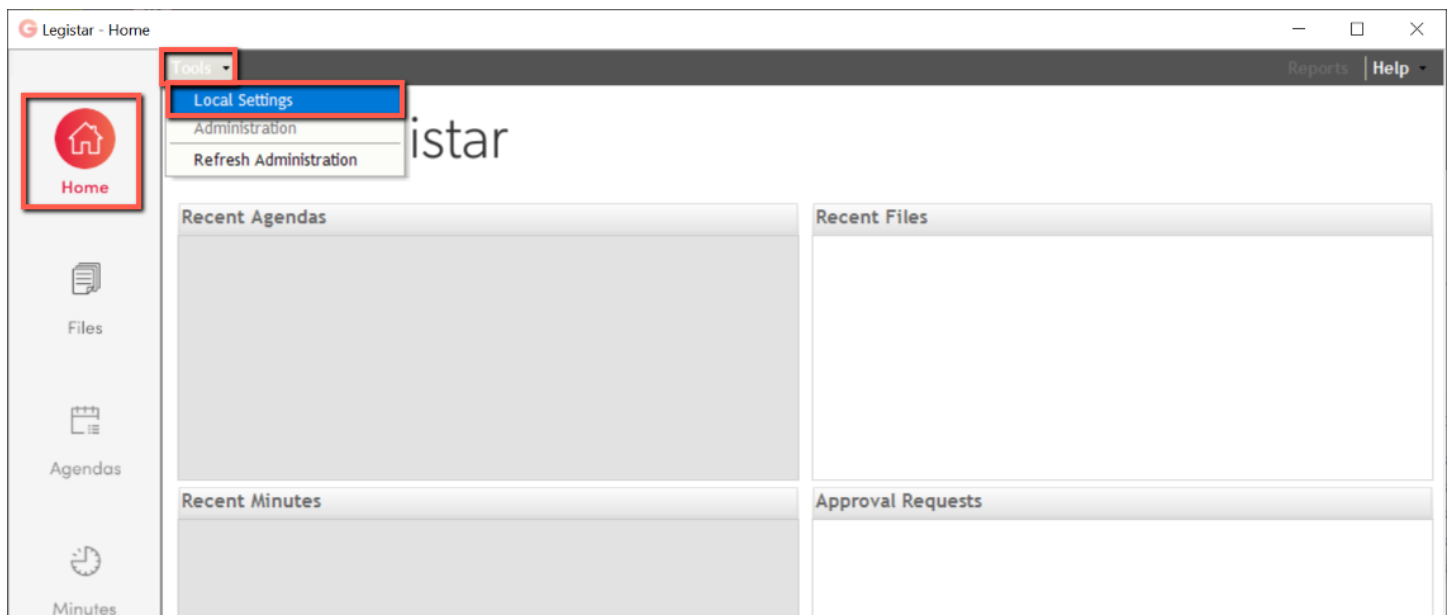
Item	Description
>	Enter ">" before a date, i.e. ">1/1/2013" to find a date greater than or after the entered date or number
<	Enter "<" before a date, i.e., "<1/1/2021" to find a date less than or before the entered date or number

*	Enter an asterisk at the end of the search term to only search for records that return results beginning with the search term. For example, enter "contract**".
?	Enter a question mark in place of a character when you are searching for more than one spelling of a term. For example, "peters?n" will return Peterson and Petersen.

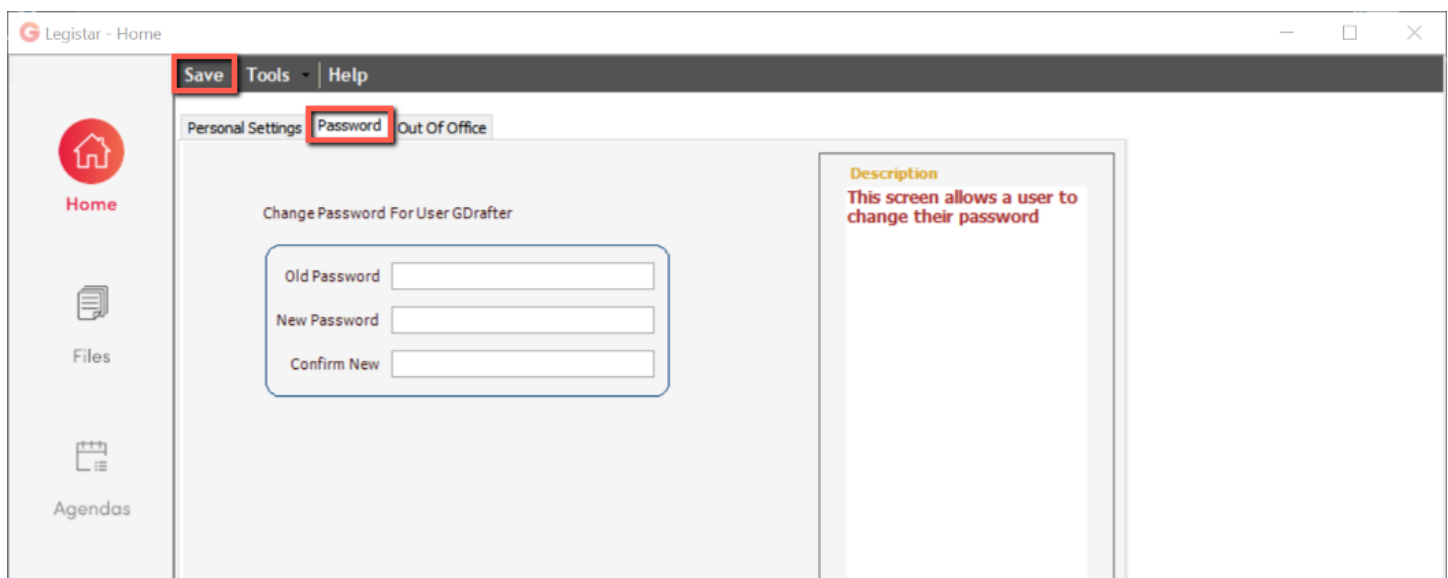
Changing your Password via Local Settings

Note: Princeton users can log in to Legistar using provided login/password combo

1. To access Local Settings, click the **Tools menu** on the **Home screen** and select **Local Settings**.



2. Change or reset your password on the **Password tab**. Enter your old (current) password, then your new password twice. There are not any character rules for setting your password, but please ensure it is secure. **To apply changes, you must click Save.**



To **exit** out of the Local Settings screen and return to the Home screen, click the **Home button** on the left.

RES #25-035: Authorizing seventeen (17) payments.

BE IT RESOLVED that the Director of Finance is hereby authorized to pay the attached payments.

[Payment Summary; April 14, 2025.pdf](#)

[Payment Items; April 14, 2025.pdf](#)



CITY OF PROVIDENCE

RHODE ISLAND

Staff Report

File #: 25-063

Agenda Date: 12/18/2025

Agenda #: 6.

Narragansett Electric Company Easement - 254 Eastwood Street

RESOLVED, That the City Council hereby Authorizes the Mayor to enter into an easement with The Narragansett Electric Company doing business as Rhode Island Energy, over, under, and across a portion of City-Owned land at 254 Eastwood Street (Assessor's Plat 107, Lot 111).

FURTHER RESOLVED. New parragraph.

GRANT OF EASEMENT

THE CITY OF PROVIDENCE, a Municipal Corporation organized under the laws of the State of Rhode Island (Grantor”) for consideration paid, grants to THE NARRAGANSETT ELECTRIC COMPANY, a Rhode Island corporation having a principal place of business at 280 Melrose Street, Providence, Rhode Island 02907, (“Grantee”), its successors and assigns, with Quitclaim Covenants, a perpetual right and easement as described in Section 1 below (“Easement”) in, under, through, over, across, and upon the Grantor’s land, as described in Section 2 below (“Grantor’s Land”).

Section 1 – Description of Easement

The “Easement” granted by the Grantor to the Grantee consists of the perpetual right and easement:

- a) To install, construct, reconstruct, repair, replace, add to, maintain and operate an underground distribution system (“Distribution System”) for the distribution of electric current to include padmounted transformers, together with all the necessary wires, cables, conduits, transformers, handhole, pedestals, switches, anchors, guys, bollards, equipment, streetlights, fixtures and appurtenances installed therein and attached thereto, in, under, through, over, across and upon the Grantor’s land, as may from time to time be required for the purpose of supplying electric service to the Grantor’s Land and land of others adjoining the Grantor’s Land;
- b) To clear and keep cleared from time to time the portions of the Grantor’s Land wherein the Distribution System is located of such trees, shrubs, bushes, above ground and below ground structures, objects and surfaces as may in the opinion and judgment of the Grantee, its successors and assigns, interfere with the safe and proper operation of the Distribution System;
- c) To make such excavation or excavations as may be reasonable and necessary to construct, reconstruct, repair and remove the Distribution System. But the Grantee shall properly backfill any excavation and restore the surface of the Grantor’s Land in as good condition as before the excavation was made; and
- d) To pass over and across the Grantor’s Land as reasonable and necessary for all the purposes described in this Section.

Section 2 – Description of Grantor’s Land

The “Grantor’s Land” consists of land situated on the southerly side of Eastwood Avenue in the City of Providence, County of Providence, State of Rhode Island, designated as Lot 111, Providence Tax Assessor’s Map 107, being a portion of those certain tracts or parcels of land conveyed to the Grantor by deed recorded with the Records of Land Evidence in Providence on November 18, 2013 in Book 10741, Page 209.

RE30945729PE

PG 1 \$49.00

49 PROVRI GEN

TO BE RECORDED AT:
City of Providence, City Clerk
25 Dorrance St, Providence, RI 02903

After recording return to:
Peter Espinal
The Narragansett Electric Co
280 Melrose St.
Providence, RI 02907

Property Address: 254 Eastwood Avenue, Providence, R.I.

Section 3 – Location of the Distribution System

The “Distribution System” shall extend in a general southerly direction from Pole #23-1 which is located on the northerly side of Laban Street, to the proposed padmounted transformers, which are to be located within certain portions of Grantor’s Land with an easement area around the padmounted transformers measuring fifteen (15) feet wide by fifteen (15) feet deep in size, as approximately shown on a sketch attached hereto as “Exhibit “A”, copies of which are in the possession of the Grantor and the Grantee herein. Final and definitive locations of said “Distribution System” shall become established by the installation and erection thereof by the Grantee. Said Distribution System shall be located in a location mutually satisfactory to the Grantor and to the Grantee and such location shall become established by and upon the installation thereof by the Grantee. The Grantor, for itself, its successors and assigns, covenant and agrees with the Grantee, for itself, its successors and assigns, that this Grant of Easement and the location of the Underground System may not be changed or modified without the written consent of the Grantee, its successors and assigns, which consent may be withheld by the Grantee in its sole discretion.

Section 4 – Distribution System Ownership

It is agreed that the Distribution System shall remain the property of the Grantee, its successors and assigns, and that the Grantee, its successors and assigns shall pay all taxes assessed thereon.

IN WITNESS WHEREOF, THE CITY OF PROVIDENCE has caused these presents to be signed by its proper officer for that purpose duly authorized this ____ day of _____, 2024.

In the presence of:

THE CITY OF PROVIDENCE

By: BRETT P. SMILEY
Its: MAYOR

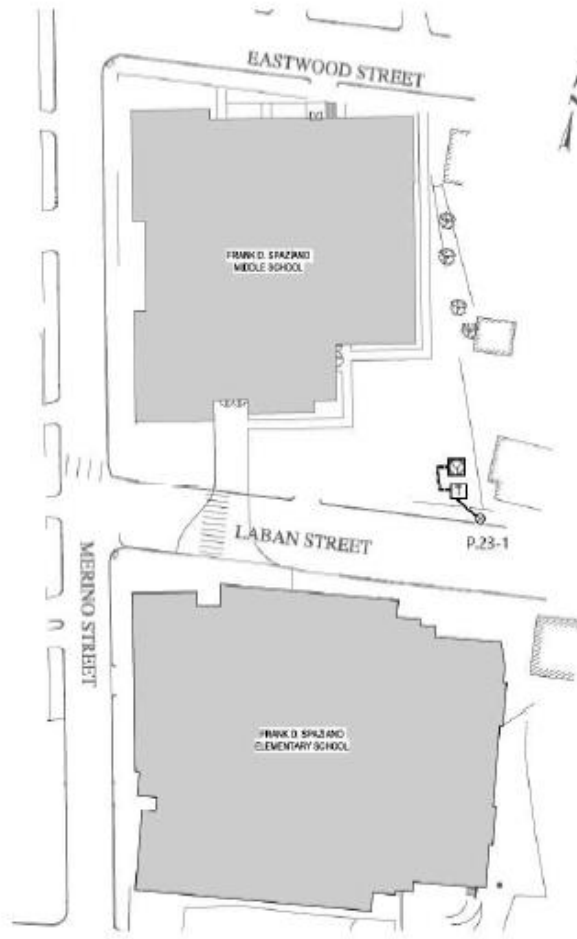
STATE OF _____
COUNTY OF _____

In _____ in said County on the ____ day of _____, 2024, before me personally appeared the above named BRETT P. SMILEY, to me known and known by me to be the party executing the foregoing instrument, and he acknowledged said instrument, by him executed, to be his free act and deed, individually and in said capacity, and the free act and deed of THE CITY OF PROVIDENCE.

Notary Public
Printed Name: _____
My Commission expires: _____

Exhibit A – Not to Scale

The exact location of said Facilities to be established by and upon the installation and erection of the Facilities thereof.



LEGEND

- ⊗ Existing Pole in Public Way
- ⊠ Existing Padmount Transformer
- ⊞ New Proposed Padmount Transformer
- ⋯ New Proposed UG Cable
- Existing UG Cable

ELECTRIC DISTRIBUTION EASEMENT

LEGEND		The Narragansett Electric Company	
See Above Sketch		Owner(s): Providence School Dept.	Address: 35 Merino St Providence, RI
		Sketch to Accompany Easement for: WR 30945729	
Date: 6/4/2024 Drawn By:			
DRAWING NOT TO SCALE. DISTANCES ARE APPROXIMATE.			



CITY OF PROVIDENCE

RHODE ISLAND

Staff Report

File #: 25-062

Agenda Date: 12/18/2025

Agenda #:

RESOLVED, That the City Council hereby Authorizes the Mayor to enter an easement with The Narragansett Electric Company doing business as Rhode Island Energy, over, under, and across a portion of City-Owned land at 254 Eastwood Street (*Assessor's Plat 107, Lot 111*).

GRANT OF EASEMENT

THE CITY OF PROVIDENCE, a Municipal Corporation organized under the laws of the State of Rhode Island (Grantor”) for consideration paid, grants to THE NARRAGANSETT ELECTRIC COMPANY, a Rhode Island corporation having a principal place of business at 280 Melrose Street, Providence, Rhode Island 02907, (“Grantee”), its successors and assigns, with Quitclaim Covenants, a perpetual right and easement as described in Section 1 below (“Easement”) in, under, through, over, across, and upon the Grantor’s land, as described in Section 2 below (“Grantor’s Land”).

Section 1 – Description of Easement

The “Easement” granted by the Grantor to the Grantee consists of the perpetual right and easement:

- a) To install, construct, reconstruct, repair, replace, add to, maintain and operate an underground distribution system (“Distribution System”) for the distribution of electric current to include padmounted transformers, together with all the necessary wires, cables, conduits, transformers, handhole, pedestals, switches, anchors, guys, bollards, equipment, streetlights, fixtures and appurtenances installed therein and attached thereto, in, under, through, over, across and upon the Grantor’s land, as may from time to time be required for the purpose of supplying electric service to the Grantor’s Land and land of others adjoining the Grantor’s Land;
- b) To clear and keep cleared from time to time the portions of the Grantor’s Land wherein the Distribution System is located of such trees, shrubs, bushes, above ground and below ground structures, objects and surfaces as may in the opinion and judgment of the Grantee, its successors and assigns, interfere with the safe and proper operation of the Distribution System;
- c) To make such excavation or excavations as may be reasonable and necessary to construct, reconstruct, repair and remove the Distribution System. But the Grantee shall properly backfill any excavation and restore the surface of the Grantor’s Land in as good condition as before the excavation was made; and
- d) To pass over and across the Grantor’s Land as reasonable and necessary for all the purposes described in this Section.

Section 2 – Description of Grantor’s Land

The “Grantor’s Land” consists of land situated on the southerly side of Eastwood Avenue in the City of Providence, County of Providence, State of Rhode Island, designated as Lot 111, Providence Tax Assessor’s Map 107, being a portion of those certain tracts or parcels of land conveyed to the Grantor by deed recorded with the Records of Land Evidence in Providence on November 18, 2013 in Book 10741, Page 209.

RE30945729PE

PG 1 \$49.00

49 PROVRI GEN

TO BE RECORDED AT:
City of Providence, City Clerk
25 Dorrance St, Providence, RI 02903

After recording return to:
Peter Espinal
The Narragansett Electric Co
280 Melrose St.
Providence, RI 02907

Property Address: 254 Eastwood Avenue, Providence, R.I.

Section 3 – Location of the Distribution System

The “Distribution System” shall extend in a general southerly direction from Pole #23-1 which is located on the northerly side of Laban Street, to the proposed padmounted transformers, which are to be located within certain portions of Grantor’s Land with an easement area around the padmounted transformers measuring fifteen (15) feet wide by fifteen (15) feet deep in size, as approximately shown on a sketch attached hereto as “Exhibit “A”, copies of which are in the possession of the Grantor and the Grantee herein. Final and definitive locations of said “Distribution System” shall become established by the installation and erection thereof by the Grantee. Said Distribution System shall be located in a location mutually satisfactory to the Grantor and to the Grantee and such location shall become established by and upon the installation thereof by the Grantee. The Grantor, for itself, its successors and assigns, covenant and agrees with the Grantee, for itself, its successors and assigns, that this Grant of Easement and the location of the Underground System may not be changed or modified without the written consent of the Grantee, its successors and assigns, which consent may be withheld by the Grantee in its sole discretion.

Section 4 – Distribution System Ownership

It is agreed that the Distribution System shall remain the property of the Grantee, its successors and assigns, and that the Grantee, its successors and assigns shall pay all taxes assessed thereon.

IN WITNESS WHEREOF, THE CITY OF PROVIDENCE has caused these presents to be signed by its proper officer for that purpose duly authorized this ____ day of _____, 2024.

In the presence of:

THE CITY OF PROVIDENCE

By: BRETT P. SMILEY
Its: MAYOR

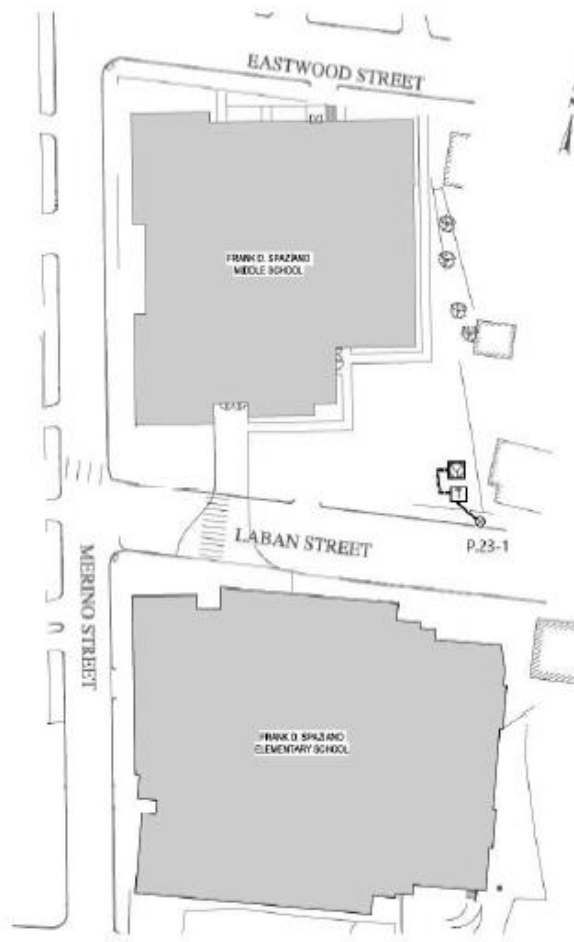
STATE OF _____
COUNTY OF _____

In _____ in said County on the ____ day of _____, 2024, before me personally appeared the above named BRETT P. SMILEY, to me known and known by me to be the party executing the foregoing instrument, and he acknowledged said instrument, by him executed, to be his free act and deed, individually and in said capacity, and the free act and deed of THE CITY OF PROVIDENCE.

Notary Public
Printed Name: _____
My Commission expires: _____

Exhibit A – Not to Scale

The exact location of said Facilities to be established by and upon the installation and erection of the Facilities thereof.



LEGEND

- ⊗ Existing Pole in Public Way
- ⊠ Existing Padmount Transformer
- ⊞ New Proposed Padmount Transformer
- New Proposed UG Cable
- Existing UG Cable

ELECTRIC DISTRIBUTION EASEMENT

LEGEND		The Narragansett Electric Company	
See Above Sketch		Owner(s): Providence School Dept.	Address: 35 Merino St Providence, RI
		Sketch to Accompany Easement for: WR 30945729	
Date: 6/4/2024 Drawn By:			
DRAWING NOT TO SCALE. DISTANCES ARE APPROXIMATE.			



CITY OF PROVIDENCE

RHODE ISLAND

Staff Report

File #: 25-061

Agenda Date: 12/18/2025

Agenda #:

[Replace with Title Text]

[Enter Recommended Action Here]

[Enter Body Here]

The [Insert Name] called the meeting to order at [insert time].

The meeting was adjourned at [INSERT TIME] by [INSERT NAME]. The next scheduled meeting of the Council is [INSERT DATE].

John Q. Public
City Clerk



CITY OF PROVIDENCE

RHODE ISLAND

Staff Report

File #: 25-059

Agenda Date: 12/18/2025

Agenda #:

This is my test document for 12/3/2025

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis non fermentum nunc. Donec a dictum arcu, ac pellentesque massa. Suspendisse id velit non ante condimentum tempor quis eget nulla. Ut vitae elementum ante, quis vulputate urna. Ut quis massa molestie ligula tempus varius at quis lectus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nam nec finibus sem, ut vestibulum enim. Vivamus ut risus laoreet, mattis ligula vitae, dapibus enim. In vitae erat ut mi iaculis congue ut in ex. Praesent elementum arcu a nibh dictum aliquam. Mauris mauris mauris, maximus vel nibh id, lobortis eleifend lacus. Fusce ac blandit sapien.

Pellentesque vel elit at eros consectetur varius non a sapien. Phasellus id tempor neque. Nunc maximus arcu placerat leo lacinia, sed rhoncus est volutpat. Sed fermentum rutrum mollis. Donec lacus dui, congue sit amet sodales non, sagittis vitae nulla. Cras sit amet turpis congue, ultrices neque auctor, convallis nisi. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.

Donec suscipit orci ac velit lacinia, vitae accumsan justo venenatis. Integer blandit libero ut aliquam varius. Proin eu odio nec augue cursus hendrerit. Integer nibh erat, hendrerit non elit non, congue vehicula magna. Quisque interdum laoreet odio in molestie. Curabitur euismod lacus lorem, in pharetra ante sagittis quis. Nunc neque ex, volutpat in lobortis at, tempus non est. In hac habitasse platea dictumst. Nullam vulputate nec turpis eget pulvinar. Nulla facilisi. Morbi a faucibus purus. Mauris efficitur bibendum nisi a cursus. Integer ornare finibus dolor a consectetur. Nulla facilisi.

Phasellus metus lectus, suscipit sit amet risus id, ornare porta purus. Vivamus eros turpis, ullamcorper sed nulla vel, fringilla ultrices mauris. Fusce pulvinar est sapien, non dapibus mauris tempus quis. Quisque accumsan dui erat, nec gravida urna scelerisque et. Quisque eleifend ipsum metus, sed ultrices dui dapibus placerat. Etiam dui mi, semper in tempus eget, malesuada et mauris. Suspendisse egestas dui in ligula consectetur, sed luctus felis mattis. Praesent feugiat enim dui, quis faucibus elit tempor eget. Donec enim ante, sodales at dignissim ut, interdum quis dolor.

Nam interdum sapien et purus elementum, porta ullamcorper diam cursus. Etiam a egestas diam. Aenean vulputate sem quis sollicitudin rutrum. Etiam fringilla nisl non leo fermentum vestibulum. Aliquam erat volutpat. Curabitur tincidunt molestie pulvinar. Fusce feugiat elit ut hendrerit efficitur. In rhoncus bibendum purus non vestibulum. Morbi ornare tortor turpis, at accumsan quam tincidunt a. Phasellus tincidunt lacus sed turpis scelerisque placerat.