

Approved As Written
PLANNING COMMISSION MINUTES
May 7, 2014
7:30 PM
Jamestown Town Hall
93 Narragansett Ave.

The meeting was called to order at 7:30 p.m. and the following members were present:
Michael Swistak – Chair Duncan Pendlebury – Vice Chair
Rosemary Enright – Secretary Mick Cochran
Michael Jacquard Bernie Pfeiffer
Michael Smith

Also present:
Lisa Bryer, AICP – Town Planner
Wyatt Brochu – Town Solicitor

Approval of Minutes April 16, 2014

A motion was made by Commissioner Cochran seconded by Commissioner Enright to approve the minutes with the following amendment:

Page 2 4th paragraph, 2nd sentence - Mr. Brown will have a list of **properties** that we will provide him with and when someone comes in he will send them to TRC or the Planning Commission.

So unanimously voted.

I. Correspondence – nothing at this time

III. Citizen’s Non Agenda Item – nothing at this time

III. Reports

1. Town Planner’s Report
2. Chairpersons report
3. Town Committees
4. Sub Committees

IV. Old Business

- 1..1. Historic and Community Character Preservation – continued
 - a) Amendments to Article 11

Commissioner Swistak, Chair of the commission asked Town Solicitor Wyatt Brochu to give a synopsis of the solicitor’s amendments to Article 11.

Chair Swistak further reviewed the changes and explained what they meant in terms of process and content. There was a question about the composition of the Technical Review Committee (TRC).

1106 Special requirements – suggestion to add community character requirements here as #3.

We need to define development plan review process as it relates to Article 11. It is defined in the definitions section. We need to come up with a list of submittal requirements. The planning commission discussed this and decided that when the application is submitted the applicant needs to submit the replacement cost of building and cost of work to determine whether it is greater than 50% according to definition. After a discussion about whether it should be done by the building official or by the applicant it was decided that it should be the applicant.

Commissioner Pendlebury said our Pattern book is not applicable to Buildings of Value, it is more geared to the character and context of the village not to historic buildings. Pattern book applies to buildings that meet the renovation criteria in all the districts in the village for undersized lots. We could apply this to all structures in the village.

We need more specific guidelines for “buildings of value”. The Commission has been provided the Narragansett Guidelines as a starting point for Jamestown. It was well presented and easy to understand for applicants. It is a good example of design guidelines being used for historic preservation.

Discussion of where to put the new building of value guidelines. Should they be a separate document or a section of the pattern book? Commissioner Smith prefers them in two separate documents. Commissioner Cochran prefers the ease of having one book. They are either applying under one set of guidelines or the other, not both. Pendlebury would like two documents. The BOV guidelines would be referenced in 1105 C.

Solicitor Brochu noted that BOV are a subset within the district. They need their own guidelines. Commissioner Pendlebury will draft a better set of guidelines and we can always hire additional professional help to review it.

1105 is the Planning Commissions primary focus at this point.

There is nowhere in Development Plan Review or sub modification that addresses incremental construction then becoming substantial modification.

Commissioner Enright discussed the list of houses. The list includes houses in the purple book with year built, current owner and street address. There are 96 and they are color coded.

Commissioner Swistak – if a house makes the final cut, it is being said that your house is being considered a BOV the way it looks today and we want it to stay in the same character and the way to do that is to utilize the guidelines.

Commissioner Cochran took the Planning Commission through the list. Commissioner Pendlebury said we need to help the applicant in understanding our guidelines. Houses that are important as a cluster should be stated so in the list; ie: Three Sisters.

Jim and Eleanor Burgess – discussed their house potentially not being historic due to alterations to the structure.

Jim Buttrick wants all contributing structures in ShorebyHill to be added to the list. This means 34 additional houses.

b) Discussion of Planning Commission Correspondence to Town Council

A motion was made by Commissioner Swistak and seconded by Commissioner Smith to have Town Planner Lisa Bryer draft an official memo from the Planning Commission giving the Town Council our schedule and status update and that we will have a draft to them by September 15. So unanimously voted.

1..2. Comprehensive Plan – 2014 Update

A motion was made by Commissioner Swistak and seconded by Commissioner Cochran to approve the amendments to the Comprehensive Plan Update related to Conservation Development be incorporated into our draft plan as amended. So unanimously voted.

V. New Business – nothing at this time

A motion to adjourn was made by Commissioner Smith and seconded by Commissioner Enright at 9:25 p.m. So unanimously voted.

Attest:

Lisa Bryer
Town Planner

This meeting was digitally recorded