

Approved As Amended
PLANNING COMMISSION MINUTES
August 5, 2015
7:30 PM
Jamestown Town Hall
93 Narragansett Ave.

I. Call to Order and Roll Call

The meeting was called to order at 7:31 p.m. and the following members were present:

Michael Swistak – Chair Duncan Pendlebury – Vice Chair
Rosemary Enright – Secretary Michael Jacquard
Bernie Pfeiffer

Not present – Mick Cochran, Michael Smith

Also present:

Diane Williamson – AICP, Planning Consultant
Wyatt Brochu – Town Solicitor
Cynthia Reppe – Planning Assistant
Andrew Nota – Town Administrator
Chris Costa – Building Official and Zoning Officer
John Murphy – Attorney
Christian Infantalino – Attorney
Mark Liberati – Attorney
John Aharonian – Architect – Aharonian & Associates
Alex Ziemba – Architect – Aharonian & Associates
Brian King – Crossman Engineering
Kelly Baptista – Crossman Engineering
Steve Tiexiera – Jamestown Fire Department Deputy Chief
Howie Tighe - Jamestown Fire Department Deputy Chief

II. Approval of Minutes June 17, 2015

A motion was made by Commissioner Enright and seconded by Commissioner Pfeiffer to accept the minutes with the following changes:

Page 2, 3rd paragraph, 1st sentence - **Commissioner** Cochran if this is considered an outbuilding then the side setback ~~is~~ 7 feet, they set it back 10 feet.

III. Correspondence

1. FYI – Final approval letter – Waller Subdivision - Received

IV. Citizen's Non Agenda Item – nothing at this time

V. Reports – nothing at this time

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

VI. Old Business – nothing at this time

VII. New Business

1. Town of Jamestown and The Jamestown Fire Department, Co-Applicants, Subject Property: 50 Narragansett Avenue (Fire Station) and 50 Narragansett Avenue (Memorial Museum), Plat 8, Lots 476, 871, 161 and 479; Pre-Application Meeting / Concept Review; proposed improvements to the Jamestown Fire Station and reconfiguration of the lot line between Lots 479 and 161 – transferring approximately 2,174 square feet of land from Lot 479 (Memorial Museum) to Lot 161 (Fire Station). Planning Commission to review and consider the proposed plan, and to determine the schedule for regulatory review pursuant to Subdivision Regulations for a Major Land Development and Development Plan Review, and pursuant to the Zoning Ordinance a special use permit and variances. Planning Commission to determine applicable submission checklist items and waivers for Major Land Development and Development Plan Review; to determine whether to combine Master Plan and Preliminary Plan public hearing; and to schedule the public hearing before the Planning Commission.

Commission Chair Mike Swistak opened the meeting up and introduced Town Administrator Andy Nota, Chris Costa Building Officer, Diane Williamson Planning Consultant, Mark Liberati attorney for The Town of Jamestown in this application, Steve Tiexiera and Howie Tighe Deputy Fire Chiefs, Attorneys for the Fire Dept John Murphy and Christian Infantolino, Brian King and Kelley Baptista Crossman Engineering, John Aharonian and Alex Ziemba Architects.

The Town is the applicant jointly with the Fire Department, the Planning Commission and the Zoning board will both be part of the approval.

Diane Williamson started the meeting she prepared a few slides to show the process and the next steps;

Development Plan Review under Article 11 of the Zoning for Jamestown Village Special Overlay.

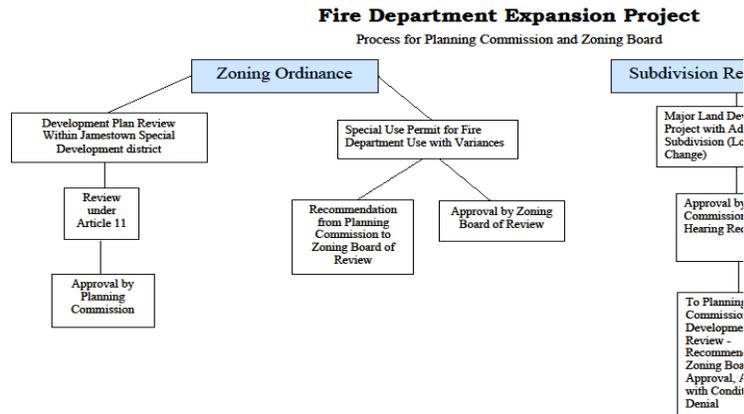
Administrative Subdivision to move lot line as defined in the Jamestown Subdivision and Development Review Regulations. Variances needed to setback and lot area

Major Land Development as defined in the Jamestown Subdivision and Development Review Regulations

Special Use Permit for this use in the Public Zone

Variances, if any, needed for the Development Plan

She showed the following flow chart to the board and audience.



Fire Department Expansion Project Meetings for Review

- Pre-Application Meeting – August 5, 2015
- TRC meeting on Preliminary Applications
- Planning Commission meeting and Public Hearing - Actions: Approval of Preliminary Plan for Dev. Review and Combined Master Plan/Preliminary and Subdivision subject to Zoning Board and recommendations to Zoning Board
- Zoning Board Meeting and Hearing – Actions: Approval for variances and Special Use Permit
- RIDOT Permit
- Planning Commission Meeting - Actions: Final approval of Development Plan Review, Major Land Development and Administrative Subdivision.

Planning Board Actions for tonight, August 5, 2015 will be;

Vote to combine Master Plan and Preliminary under the Major Land Development process

Vote to find that certain requisite checklist items are not applicable

Schedule Public Hearing Date (Target - September 2)

She said that the applicant will ask for final to be administrative maybe with the TRC.

Commissioner Swistak asked about the request for the applicant to final administrative or with the TRC and it can be determined at the next step.

Attorney John Murphy assisted by Christian Infantolino represent the occupant of 50 Narragansett Ave., the Fire Department. There are 4 lots associated with 50 Narragansett Ave, 1 is the old funeral home, 1 the town parking lot, the fire department station property and the museum property. The 3 lots to the west are owned by the Town of Jamestown the museum is owned by the fire department a non-profit organization chartered by the State of RI over 100 years ago. An administrative subdivision is being done to combine 3 of the lots and also taking

a little land from the museum lot because of encroachment. The fire dept. hopes to build a new station exactly where the old station is. All of the vehicle traffic ~~existing~~ exiting from the property will occur on Narragansett Ave. and not Grinnell St.

Within the fire dept. property there are 28 parking spaces on both properties and there will be an agreement with a neighbor when they are busier than normal during meeting nights. A request that the next hearing be combined for Preliminary and Master Plan and following the public hearing and after the zoning hearing they are asking to go back to the Planner and or the TRC.

John Aharonian and Crossman Engineering are here tonight but they will present at the next hearing unless there are questions that the Planning Commission has of them specifically. Do they want to hear anything at this point?

Commissioner Enright has a concern regarding this being a historic building that was built in 1928 this will be the center section of the original building she would like to see the middle part of the building look the way it used to look historically.

Commissioner Pendlebury said they talked about the administrative subdivision still falling short of requirements. The plan done by Darveau shows the side setbacks do not require a variance but he thinks it does still require a variance.

Commissioner Swistak stated on the 28 spaces which meet the requirement, they are on 2 lots so they will have a shared parking agreement. The property is controlled by the co-applicant. For the periods of business there will be another agreement with a neighbor. They will have the written agreement for zoning.

When asked about combining Preliminary and Master Plan approval Town Solicitor for the Planning Commission Wyatt Brochu does not see a reason not to do it. It is an expansion of the existing use of the property. They are addressing what is there currently, none of the conditions are changing. This would be appropriate.

A motion to combine Preliminary and Master Plan approval of the major land development project was made by Commissioner Jacquard and seconded by Commissioner Pfeiffer. All in favor. None opposed.

Planner Diane Williamson asked Commissioner Swistak if he wanted her to read all the N/A or not required items from all the Checklists and Commissioner Swistak would like her to read each one. Attorney John Murphy agrees with the list. Highlighting what is not applicable to the project. Many of the items Attorney Brochu said are not applicable. She read from the Checklist # 5 Major Land Developments and Major Subdivisions Master Plan Checklist (Checklist attached to minutes)

A motion to waive some of the requirements on checklist 5 was made by Commissioner Swistak and seconded by Commissioner Enright. All in favor. None opposed.

Ms. Williamson read from Checklist #6 Preliminary Plan Checklist (checklist attached to minutes). A motion was made by Commissioner Swistak and seconded by Commissioner Jacquard to waive some of the requirements on checklist #6. All in favor. None opposed.

Ms. Williamson read from the Development Plan Review Checklist. Commissioner Swistak made a motion to waive some of the requirements on the checklist and Commissioner Enright seconded the motion. All in favor. None opposed.

Commissioner Swistak said when there is a subdivision there is often a payment of a Fee in Lieu of Land dedication. He asked Solicitor Brochu if we should waive it. We are not creating a new lot not so it is not applicable to this application.

A motion was made to set the public hearing for September 2nd 2015 including combining Preliminary and Master Plan was made by Commissioner Swistak and seconded by Commissioner Pfeiffer. So voted:

Michael Swistak – Aye	Duncan Pendlebury – Aye
Rosemary Enright – Aye	Michael Jacquard - Aye
Bernie Pfeiffer – Aye	

Motion carries 5-0

Commissioner Swistak said on behalf of the planning commission they appreciate all of the work that has gone into this application.

VIII. Adjournment

A motion to adjourn at 8:22 pm was made by Commissioner Enright and seconded by Commissioner Jacquard. So unanimously voted.

Attest:



Cynthia L. Reppe
Planning Assistant