

Approved As Written 3-3-10  
PLANNING COMMISSION MINUTES  
February 17, 2010  
**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:

Nancy Bennett            Barry Holland  
Richard Lynn            Duncan Pendlebury  
Michael Swistak

Not present:

Susan Little  
Michael Smith

Also present:

Lisa Bryer, AICP – Town Planner  
Cinthia Reppe – Planning Assistant  
Wyatt Brochu –Town Solicitor

**I. Approval of Minutes February 3, 2010**

A motion was made by Commissioner Holland and seconded by Commissioner Pendlebury to accept the minutes as written. So unanimously voted.

**II. Correspondence**

1. FYI – CRMC – February Calendar. Received
2. FYI – CRMC – Change in Ocean Special Area Management Plan: Chapter 7. Received

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

**IV. Reports**

1. Town Planner's Report

The Conservation Commission asked for us to look at stronger standards in the subdivision regulations. Tony Lachowitz has developed an amendment for the Conservation Commission and Planning Commission to look at. We will have a joint meeting on March 3<sup>rd</sup>. Town Planner Lisa Bryer will send an email to all the Planning Commissioners to review before the meeting.

2. Chairpersons report
3. Town Committees
  - a. Harbor
  - b. Fort Getty
  - c. Buildings and Facilities
  - d. Tree Preservation and Protection – Commissioner Lynn reported on the tree meeting, question about historic trees and what to do if on private property tree list

and survey, looking at May as possibility. In June a workshop on the Asian Longhorn Beetle.

- e. Affordable Housing Committee
  - f. Wind Energy – The Town Council is endorsing a wind turbine to be located at Taylor Point. They will be applying for appropriate grants. There may be a special referendum.
  - g. North Rd. Bike Path Committee
4. Sub Committees

#### **V. New Business**

- 1. Balance Sport & Fitness – 16 Douglas St. - Development Plan Review – Article 11 – Jamestown Village Special Development District – Recommendation/Approval

Town Planner Lisa Bryer has been working with Jason and Patrick Vieira the applicants on this plan. She has met with both of them several times. They are trying to get the parking off street and keep it on site. This is a heavily traveled area. The Planning Commission will be making both a recommendation and approval for this application.

They are Personal trainers and usually do not have that many people in the building at the same time.

The sign will lay flat against the building facing Douglas St. This is handicap accessible. The grade will be level with the concrete loading dock. They do not anticipate using the 8 spaces at any given time, usually just 3 or 4. A discussion ensued regarding rearranging the parking. Entering on one side and exiting on the other and angling the parking spaces. Approval subject to alternate parking plan a and b and a planted buffer. If designer can redesign in the next couple of days it can be reviewed internally before the zoning meeting.

Commissioner Bennett made a motion that was seconded by Commissioner Lynn to grant Development Plan Review Approval to Balance Sport & Fitness – 16 Douglas St. with the following:

#### Findings of Fact:

- 1. This is an acceptable use of the property in CL zone.
- 2. The use does not present a problem for the neighborhood.
- 3. No additional special licenses needed for this use.
- 4. Applicant has noted that there is no need for exterior dumpster or trash receptacle.

#### Conditions of Approval:

- 1. Redesign parking with angled parking entering near Valley St. exiting on Douglas St. for 8 spaces with planting buffer along Douglas St. or as otherwise recommended and approved by the Town Engineer and Town Planner.
- 2. Two street trees – 3 inch caliper – 1 on Douglas St. 1 on Valley St. – work with tree warden to select species.
- 3. Lighting meets code and is shielded from adjacent properties

4. Business and parking signage (enter only – exit only) meets code
5. Conditioned on Board of Water and Sewer Commissioners approval
6. Conditions of Approval will be approved administratively prior to final Development Plan Approval

So voted:

Nancy Bennett - Aye                      Barry Holland - Aye  
Richard Lynn – Aye                      Duncan Pendlebury - Aye  
Michael Swistak – Aye

Motion carries 5-0

Commissioner Bennett made a motion that was seconded by Commissioner Holland to recommend the Zoning Board of Review grant the requested relief for side yard setback and parking in the rear of the building. The Planning Commission would like the Findings of Fact and Conditions of Approval above to be included in their recommendation.

So voted:

Nancy Bennett - Aye                      Barry Holland - Aye  
Richard Lynn – Aye                      Duncan Pendlebury - Aye  
Michael Swistak – Aye

Motion carries 5-0

## **VI. Old Business**

### 2. Comprehensive Plan Update – continued discussion

Town Planner Lisa Bryer wants to talk about process for the update. The last time we did the Community Surveys and then held public hearings. She would like to form sub-committees and assign 1 Commissioner to each element, then advertise and have about 4 or 5 people on each committee. The state has some guidelines on how to update that has not been completed. The subcommittee's would meet separately and develop their plan. We will come up with guidelines and then all the subcommittees will all come together and meet. Each commissioner will head up a committee. We will advertise in the paper and also put some feelers out to certain people too. We need a broad range of people on the subcommittees. They are open meetings so even if not selected people will be able to attend and participate.

The town planner is thinking publishing the survey in May. The job of the committees is to update of the existing comprehensive plan. They will have updated information from the goals policies and action items, they may or may not know what has been completed but will be given the proper information. Everything has to be reviewed internally. All elements get distributed internally and to all the board and commissions in Jamestown. Town Planner Lisa Bryer will check back with the other towns and see what they are doing too and get back to the Planning Commission it might be helpful.

A discussion ensued regarding concern that individuals that apply for certain committee's might have their own agendas in a focused group. We could use the same process we used last time.

Planning Commission Minutes

February 17, 2010

Page 4

Those that are interested in certain topics will want to participate. Review text and actions maybe it is simple as having the committees say this is what is missing.

The following Planning Commissioners have chosen their top two choices for heading up a sub committee:

Commissioner Holland – Housing and Economic Development

Commissioner Bennett – Natural Resources and Open Space

Commissioner Pendlebury – Housing and Economic Development

Commissioner Lynn – Natural Resources and Open Space, Public Services Sustainability

Commissioner Swistak – Services and Facilities and Transportation

Commissioner Bennett asked if the first two question from the old survey will be included in the new survey. The planner said yes they will.

A motion to adjourn at 9:05 pm made by Commissioner Lynn and seconded by Commissioner Pendlebury. So unanimously voted.

Attest:



Cynthia L Reppe  
Planning Assistant

This meeting was digitally recorded