

Approved As Written
PLANNING COMMISSION MINUTES
March 18, 2015
7:00 PM
JamestownTown Hall
93 Narragansett Ave.

I. Call to Order and Roll Call

The meeting was called to order at 7:00 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
Cinthia Reppe – Planning Assistant
Nick Robertson – North Meadow Farms
Bob Bailey – Realtor, Lila Delman Real Estate
Keith Ronchie – KR Remodeling
Julia Gerald,AIA - Architect

II. Approval of Minutes March 4, 2015

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

III. Correspondence

1. Dutch Harbor DevelopmentCorp, Pre-application - Application withdrawn. Received

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

V. Reports

1. Town Planner's Report – operating budget hearing on Monday nights town council meeting
2. Chairpersons report
3. Town Committees
4. Sub Committees

Commissioner Swistak asked the Planning Commission to hear New Business before Old Business tonight since all applicants were present.

VI. New Business

1. **North Meadow Properties** - 35 Narragansett Ave. – Plat 9 Lot 246 - Development Plan Review per Article 11 - Jamestown Village Special Development District

Applicant Nick Robertson, North Meadow Properties is asking for approval of his application. He said we have tried to address all the issues brought up at the TRC meetings with regards to parking and aesthetics. We have some potential tenants that are waiting to rent and move in. If you have any concerns we would like to hear them.

Commissioner Swistak said you have had 2 TRC meetings and the minutes are included in packet.

Bob Bailey is representing Nick Robertson and he introduced Julia Gerald the architect and Keith Ronchie the contractor for the proposed project.

Currently the property has a residential apartment, car wash and Central Garage; all will remain the same. There will be 3 units to rent, 1 being an ATM for Bank of America.

The applicant has shown the parking they have and it is ample parking for the use. This was addressed at the TRC meeting. The traffic pattern was raised at TRC and they presented 2 schemes. The second was favored by the applicant and agreed to by the TRC and voted on. They have added 2 street trees in the lawn area behind the stone wall.

Commissioner Cochran said there were 2 TRC meetings and Mr. Robertson was very receptive to the suggestions, he addressed the traffic flow and the landscaping, shingles vs. siding. Every issue raised at the TRC they addressed.

Commissioner Pendlebury asked if the fire department and police looked at this, Lisa said she was not aware of any issues that involved Fire and Police outside of code issues on this application. Pendlebury asked if there is any lighting on the side of the building either mounted or pole. Mr. Robertson said yes there is one on the building and the neighbor asked if there was a way to dim it. They put an LED light in with lower wattage. Pendlebury wants to be sure it is lit enough at ground level so nobody trips, Robertson said it lights the area up enough with what they have.

Commissioner Swistak asked about the planter, will the tenants be responsible for planting it? Mr. Robertson said he will be. He will speak to a nursery to see what they recommend and put something in that will not grow to high and won't need much maintenance. In the parking spaces will you be using curb stops? Might be asphalt instead of cement.

Commissioner Pendlebury said there is no light on the westside driveway. He wants to express concern about getting enough light at ground level, maybe put some in the triangle of planting in that area.

Commissioner Cochran asked about the pedestrian path, will it be lit? They show two lights on each side of the path in the grass area. They are trying to minimize the lighting but will make sure it is lit enough. Swistak asked about signage. The existing sign will be replaced on the east side, the west side sign will be removed. Swistak is making some changes to the draft motion.

A motion was made by Commissioner Swistak and seconded by Commissioner Cochran To hereby grant Development Plan approval based on the following finding of fact and subject to the following conditions of approval:

Findings of Fact:

1. The application was reviewed under the standards of Zoning Article 11;
2. This application has been reviewed by the TRC two times, February 13, and March 9 as required. (See attached Memos from TRC);
3. The applicant has provided the following information for the current application (attached):
 - A detailed narrative dated March 10, 2015;
 - A partial site plan, Scheme 2, showing the main building up to Narragansett Avenue with landscaping and parking dated 3-9-15;
 - Stone Planter, North Elevation and Section dated 3-9-15;
 - First Floor Plan dated 3-9-15;
 - Sign plan dated 3-9-15;
 - Lighting detail, Bollard with Flat Top 15W LED; and
 - Sidewalk Ramp and Curb Ramp Design Criteria, Engineering Policy Guide, <http://epg.modot.org>
4. This property is located in the Commercial Downtown (CD) District. Retail and Bank use is permitted in the CD District;
5. The other site buildings, the garage and the car wash will not change use based on this approval;
6. The loading zone will remain along the eastern property line;
7. The use proposed is retail and banking. The unoccupied unit shall comply with the Zoning Ordinance use code;
8. No relief is necessary;
9. The existing sign on the west side of the property will be removed and the sign on the east property line will be replaced;
10. The existing light towards the rear west side is remaining but is being replaced with an LED lamp;
11. There is adequate parking on site for the proposed use;

Conditions of Approval:

1. The proposed improvements, as shown on the plans referenced in Finding of Fact #3, shall be constructed in strict conformance with the approved plans and shall include:

- a. Façade improvements including a new walkway along the front of the building, residing with Hardie clapboard along the front and Hardie shingles with 5” relief on the roof peak, 2 new overhangs above the doors, three new store signs above the doors, roof mechanical equipment shield of Hardie clapboard with vent;
 - b. New masonry planter along the building frontage and a smaller one on the west side of the driveway. The planters will be drystack stone, gray tone;
 - c. New pedestrian path from sidewalk to building;
 - d. Landscape area surrounding the new path and larger landscape area behind the new masonry planters with a street tree in each planting area, to be staggered with the existing street trees to provide as much spacing as possible;
 - e. A Bike Rack;
 - f. 4 new parking spaces, one of which is handicap;
 - g. Four new bollard lights in the grass area to light the parking area and recessed lighting under the new overhangs. The applicant may add bollard lighting, as necessary, to insure uniform lighting throughout the parking area;
 - h. A new sign is proposed to be made of Azek type material and will be externally, down-lit with a goose neck light on both sides of the sign; and
2. Tree species will be determined at a later date with the assistance of the Tree Warden and approved by the Planning Department. The species will take into consideration traffic line of sight and the location of the nearest street trees.

So voted:

Michael Swistak – Aye

Duncan Pendlebury – Aye

Rosemary Enright – Aye

Mick Cochran - Aye

Michael Jacquard - Aye

Bernie Pfeiffer - Aye

Michael Smith – Aye

Motion carries 7-0

VII. Old Business

1. Master Plan Informational Meeting/Preliminary Public Hearing - continued

Ocean Avenue Landing, 2 Lot Minor Subdivision with Extension of Ocean Avenue, Waivers requested for the road. **Application Withdrawn**

Commissioner Swistak asked Solicitor Brochu if they had to close the public hearing and he indicated no, that the application was withdrawn.

A motion was made by Commissioner Cochran and seconded by Commissioner Smith to accept the withdrawal of the application. So unanimously voted.

2. Comprehensive Community Plan – Status Update

Town Planner Lisa Bryer informed the Planning Commission that the Town Council set the Comprehensive Community Plan hearing for April 6th at 5:00 p.m. before their regular meeting. Commissioner Swistak asked the Planning Commission if they would like to just have our regular

meeting on the same night instead of on April 1st. The Planning Commission agreed. The meeting will be on the 6th at 5:30 in the small conference room.

VIII. Adjournment

A motion was made by Commissioner Cochran and seconded by Commissioner Smith to adjourn at 7:41p.m. So unanimously voted.

Attest:



Cynthia L. Reppe