

Approved As Amended 4-20-11  
PLANNING COMMISSION MINUTES  
April 6, 2011  
**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	Michael Jacquard
Susan Little	Richard Lynn
Michael Smith	

Also present:

Lisa Bryer, AICP – Town Planner  
Cinthia Reppe – Planning Assistant  
Victor Calabretta – Project Manager - St. Marks Building Committee  
John O’Hearne – O’Hearne Associates Architects

**I. Approval of Minutes March 23, 2011**

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

**II. Correspondence**

1. FYI – Memo to Avalon Re: Administrative Subdivision. Received

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

**IV. Reports**

1. Town Planner’s Report – looking at population for the next comp plan section and possibly one application. Lisa Bryer reported that the first pour was done this week with driveways and sidewalks, they will be doing more driveways and sidewalks Monday.
2. Chairpersons report
3. Town Committees
  - a. Harbor
  - b. Buildings and Facilities
  - c. Affordable Housing Committee
  - d. North Rd. Bike Path Committee
4. Sub Committees

**V. Old Business – nothing at this time**

**VI. New Business**

**1. St. Marks Church – 60 Narragansett Ave. - Entrance and Interior Improvements**

This application is essentially for access to the front of church for handicap and to provide additional gathering space inside. A discussion with the Building Inspector and Town Planner concluded that this application should go before the TRC. If a change is greater than 50% to the facade then it must go before the Planning Commission, this application may be less than 50% but since this is such a significant change the TRC forwarded it to the Planning Commission as an application that has significant elements that would benefit from public review. The TRC suggested a few changes and the applicant was agreeable.

Victor Calabretta, Project Manager on the building committee from St. Marks Church stated they have raised funds for this project and would like to start right away. The contractor is already on board. The churches insurance company made them do changes since frost heave had loosened the stairs and also a handicap ramp and handicap bathroom were added.

John O’Hearne from O’Hearne Associate Architects gave a presentation of the proposed plans of the plaza. Mr. Calabretta said they appreciated the recommendations from the TRC and they just received today a ~~mach~~ **mock** up of the granite and railing.

Commissioner Pendlebury said at the TRC meeting they discussed having these gathering spaces, ~~it~~ **they** re-enforce a sense of community. They talked about the village charrette and one of the things discussed at the charrette was that the properties west of Howland Ave. have lawns and are not set so close to the property line. It has a different character, **green lawns** and it was desired by the community. The amount of railing implies a sense of security and is less welcoming. Reducing the metal railing and camouflaging the railing would be encouraged.

Commissioner Smith stated, now after a function **the sidewalk is solid** with people. ~~on the sidewalk.~~ His first reaction to the plan is wow that is a lot of stairs, can we reduce the amount with grading? The stairs exist now but they are inside the building with this plan we will eliminate the stairs inside and have a gathering place in case of inclement weather.

Commissioner Little will there be enough light on the steps from the columns? Yes she was answered but they will re-check.

Commissioner Pendlebury made a motion to approve the plans with the following conditions:

1. The **construction** ~~two columns~~ at the lower stairs should be moved back onto church property.
2. Drop the elevation of the lower terrace as low as possible, to no more than 18 inches above the ground and level out the edge of the front grass area
3. Provide a comprehensive Landscape Plan for the site including plantings in front of the upper terrace ramp and stair wall to reduce the predominance of het wall and the railing and a planted safety buffer for the lower plaza
4. All plan changes will be reviewed by the Town Planner and approved by the TRC.


Commissioner Smith seconds the motion.

So unanimously voted.

The Chair asked the Town Planner to explain the TRC and the process and so she discussed the TRC process, its purpose and how the Planning Commissioners rotate monthly or by application. Commissioner Swistak wants a discussion about how the TRC is advertised. It is a staff committee that is posted in the Town Hall. He would like it on agenda as correspondence although in some cases the timing would not be right. Commissioner Pendlebury would like to discuss what puts an application to TRC and then what advances it to the Planning Commission. Town Planner Lisa Bryer noted that in this case it was stated in the Zoning Ordinance. Specifically, the TRC, as provided in section 411 of the Zoning Ordinance, deferred this application to the Planning Commission for full Planning Commission review because they determined that the application has “project elements that render such public review appropriate or necessary”.

A motion to adjourn was made by Commissioner Smith and seconded by Commissioner Little at 8:20 p.m. So unanimously voted.

Attest:



Cynthia L Reppe

*This meeting was digitally recorded*