I. Call to Order
The Chair called the meeting to order at 7:04 p.m.

II. Roll Call & Determination of Quorum
The Secretary called the roll and determined a quorum of board members present.
Members Present:
Kim Salerno, Chair
Liam Barry, Vice Chair
Jeff Brooks, Secretary
Stephen Berlucchi
Richard Haggis
Paul Marshall
John Oliveira
Melissa Pattavina

Members Absent:
Elizabeth Fuerte

Staff Present:
Patricia Reynolds, Director of Planning and Economic Development
Peter Friedrichs, City Planner
Helen Johnson, Preservation Planner
Nancy Simoes Caron, Stenographer, Allied Court Reporters

The Chair asked new members to introduce themselves, which Mr. Haggis and Mr. Berlucchi did. She encouraged the purchase of Robert’s Rules in Brief and The Architectural Heritage of Newport 1640-1915 by Antoinette F. Downing and Vincent J. Scully.

III. Review, Discussion, and/or Action of Minutes of Preceding Meetings
A. November 12, 2019
The minutes have not yet been prepared and the matter was continued to the next meeting.

IV. Communications
A. Request of Mr. Russell Jackson, representative of the applicant regarding Demolition Approval of a nightclub and restaurant, warehouse, warehouse, and a single-family home, respectively, at 25 and 1 Waites Wharf, 16 Waites Wharf, 20 W Extension Street, and 23 Coddington Wharf, respectively, Assessor’s Plat 32 Lots 155 and 268, 248, 267, and 293, respectively, requesting continuance of the review of potentially contributing structures on lots 268, 248, 267, and 293.
This item was skipped.
V.  Business
   A.  Demolition Public Hearing and Possible Conditional Approval:
      1.  Petition of Harbour Realty LLC, Tomorl LLC, 20 West Extension LLC, and Thomas B. Abruzese, applicants and owners, regarding demolition of a nightclub and restaurant, warehouse, warehouse, and a single-family home, respectively, at 25 and 1 Waites Wharf, 16 Waites Wharf, 20 W Extension Street, and 23 Coddington Wharf, respectively, Assessor's Plat 32 Lots 155 and 268, 248, 267, and 293, respectively.
         •  Applicant's Photographs
         •  Applicant's Structural Report
         •  Applicant's Environmental Report
         •  Applicant's Historical Report
         •  Applicant's Revised Historical Report
         •  RIHPHC Letter
         •  Site Plans
         •  Conceptual Floor Plans
         •  Conceptual Elevations
         •  Preservation Planner Memo
         •  Southern (Lower) Thames National Register Historic District
         •  Staff Report

   Citing a possible conflict of interest (direct family member owning property in the notice area), Ms. Pattavina recused herself from this item.

   Ms. Reynolds presented the staff report, informing the Board that there were staff perceived discrepancies in the numbering of contributing structures in the Southern (Lower) Thames National Historic District registration form with what has been provided by the applicant and what is on file with the City. The erroneous nature of the RIHPHC letter was noted as well. Given that much of this information was discovered one business day prior to tonight’s meeting, staff requested additional time to determine the quantity of contributing structures affected by the proposed demolition.

   J. Russell Jackson, attorney for the applicant, noted the plat and lots are assigned correctly to the properties. He stated no objection to the continuance.

   Mr. Oliveira, seconded by Mr. Marshall, moved to continue the matter to the regular January meeting.

   Mr. Marshall thought it wise to explain the process of review for Waites Wharf to the large number of public in attendance. Questions were presented from the audience informally and answered by members of the Board and staff.
The motion passed unanimously.

B. Consideration and Possible Action Regarding
   1. Transportation Master Plan
      Ms. Pattavina returned to the meeting and gave an overview of the forum conducted on
      Thursday, November 15, 2019. Common themes from the forum were moving away from
      being car-centric to alleviate congestion, improving transit, providing seasonal adjustments
      for peak tourist season, eco-tourism, and water-based transportation. A working group will
      meet later in the week regarding next steps in the development of the Request for
      Proposals (RFP).

   2. Demolition Approval Application Form.
      New language was developed in the middle of the page (track changes) by Staff at the
      Board’s request at the previous meeting. A motion to approve was made and withdrawn.
      Upon a motion by Ms. Pattavina, seconded by Mr. Brooks, the Board voted unanimously to
      forward the application form to the Solicitor for review prior to posting.

VI. Presentation and Discussion of Reports
   A. Chair’s Report
      The Chair informed that she participated in the interviews for the North End Urban Plan
      consultant. The City is moving as quickly as possible to make a decision.

   B. Liaison’s Reports
      1. Transportation
         The Transportation Liaison was absent and no report was provided.

      2. Resiliency
         The Resiliency Liaison will answer any questions on his November 12, 2019 report at the
         December meeting.

   C. Staff Report
      1. Petition of ARC HTNEWRI001, LLC to rezone 2 Kay Street Assessors Plat 21 Lot 123
         to change the zone of the property from R-10 Residential to General Business.
         Staff informed the Board that this petition was withdrawn at the November 13, 2019 City
         Council meeting and expressed a desire to forego formally forwarding findings and a
         recommendation to the City Council. Upon a motion by Ms. Pattavina, seconded by Mr.
         Brooks, the Board voted unanimously to request staff draft a letter to the City Council
         explaining the Board’s review and mentioning the relevancy of the Comprehensive Plan in
         the matter.
Mr. Oliveira requested to work with staff regarding increasing abutter notice for Planning Board petitions. Staff expressed their support for this effort.

VII. Adjournment
The meeting adjourned at 7:47 p.m.