



THE TOWN OF JAMESTOWN
OFFICE OF THE TOWN PLANNER
93 NARRAGANSETT AVENUE
JAMESTOWN, RHODE ISLAND 02835

Phone: (401) 423-7210

Approved as written

Technical Review Committee Meeting

August 14, 2025

10:00 AM

Town Hall – 1st Floor Meeting Room

93 Narragansett Avenue, Jamestown, RI 02835

I. Call to Order and Roll Call

The meeting was called to order at 10:03 am and the following members were present: Lisa Bryer, Town Planner; Dennis Begin, Building and Zoning Official; Jean Lambert, Engineering/GIS; Duncan Pendlebury, Planning Commission Representative and Mike Swistak, Planning Commission Representative

Also present: Carrie Kolb, Planning Assistant; John Tumino, DiMauro Architects; Tanner Jackson, Miller Scott Holbrook & Jackson; Mark J. Baker; applicant; Doug McLean, consulting planner

II. Approval of Minutes – Review, Discussion, and/or Action and/or Vote

1. May 22, 2025 – Kolb said the separate minutes will be combined into one document:
 - a. A motion was moved by Pendlebury and seconded by Begin to approved the minutes as written for the Application of Windridge Properties LLC, whose property is located at 14 Clinton Avenue, and further identified as Tax Assessor’s Plat 9 Lot 201. Swistak recused from voting. All in favor.
 - b. A motion was moved by Pendlebury and seconded by Begin to approved the minutes as written for the Application of Regnum LLC, whose property is located at 20 Narragansett Avenue, and further identified as Tax Assessor’s Plat 8, Lot 166. Swistak recused from voting. All in favor.

III. New Business - Review, Discussion, and/or Action and/or Vote

1. The Application of Robin Boss whose property is located at 95 Walcott Avenue, and further identified as Tax Assessor’s Plat 9 Lot 341. This application will be reviewed per Zoning Ordinance Article 7 and Zoning Ordinance Section 82-1201. The application proposes to demolish existing garage on property to construct a new Garage/Accessory Dwelling Unit.

John Tumino, Architect, DiMauro Architects represented the applicant. John Tumino explained that there is an existing non-conforming garage with living space. The garage is non-conforming due to front and side setbacks. The plan is to demolish the garage and build a conforming garage

with a 2-bedroom ADU and workshop space. The existing garage has its own water meter and electrical. The new garage/ADU will connect to the main dwelling for water meter and electric.

Mike Swistak asked about the rain gardens. John Tumino explained that they are for mitigation. Jean Lambert asked for specific details and sizing of the rain gardens and John Tumino explained that the details are in the notes. Mike Swistak asked what the plantings are? John Tumino said that he can have the engineer clarify, a lot of times just grass when they are smaller rain gardens. John Tumino will get more details and will give the information to Jean Lambert for review.

Lisa Bryer asked about the two barn doors as one will be a garage door and the other will be in the “office” area? John Tumino explained that the drawings have two barn doors for aesthetics. One is a true garage door and one is a barn door. John Tumino said that the barn door may change due to costs and weight of the door. The new door would have paneling and windows to match the garage door. Duncan Pendlebury asked if the driveway is changing at all? John Tumino explained that the driveway will stay the same, but where you come up to the garage will change and the required ADU parking space is next to the garage.

Dennis Begin said that all his questions were answered through the design, setbacks, separation between the garage and ADU.

Jean Lambert asked about the utility connections for water and sewer. John Tumino said that the new structure will tie back into the main dwelling unit. John Tumino said that he believes that Mike Gray with Department of Public Works said he was OK with using the existing sewer connection, which he believes connects directly to the road. Jean Lambert asked John Tumino to double check with Mike Gray, Public Works Director, regarding the water and sewer.

Lisa Bryer said that the new garage meets the setbacks. The TRC is the approving authority per the Zoning Ordinance.

A motion was moved by Dennis Begin and seconded by Duncan Pendlebury to approve the application of Robin Boss whose property is located at 95 Walcott Avenue, and further identified as Tax Assessor’s Plat 9 Lot 341. This application was reviewed per Zoning Ordinance Article 7 and Zoning Ordinance Section 82-1201. The approved application proposes to demolish existing garage on property to construct a new Garage/Accessory Dwelling Unit with the following findings of fact and conditions of approval.

Findings of Fact:

1. The application was reviewed under the standards of Zoning Article 7 and Section 82-1201 as a Development Plan within the Village Special Development District;
2. The proposal includes demolishing the existing Garage/living space above and constructing a new garage/Accessory Dwelling Unit in the front yard;
3. This application does not require any variances or special use permit for the proposed work;
4. The applicant was represented by Architect John Tumino, DiMauro Architects;
5. The following information has been provided for the proposed application:
 - a) Site Plan-Scituate Surveys, Inc. dated revised 7/31/25

- b) T-1 – TRC Submission Drawings, List of Drawings – dated 8/1/25
 - c) A1 – 1st Floor Plan– dated 8/1/25
 - d) A2 – 2nd Floor Plan– dated 8/1/25
 - e) A3 –Roof Plan– dated 8/1/25
 - f) A4 – Barn North Elevation – dated 8/1/25
 - g) A5 – Barn East Elevation – dated 8/1/25
 - h) A6 – Barn South Elevation – dated 8/1/25
 - i) A7 – Barn West Elevation – dated 8/1/25
6. This property is located in the R-40 Zoning District. This is a permitted use;

Conditions of Approval:

1. The site improvements shall be built in strict accordance with the plans referenced above except where noted herein for additional administrative approval as follows;
 - a. The Town Engineer will review the rain garden and plantings.
 - b. The Building Official will review the plans for the barn door.
 - c. The Public Works Director will confirm approval for water and sewer.

All in favor.

2. The Application of Mark J. Baker whose property is located at 2 Baldwin Court, and further identified as Tax Assessor’s Plat 9 Lot 453. This application will be reviewed as Development Plan Review of a single-family dwelling unit to expand the existing house and to create an Accessory Dwelling Unit in Jamestown Village Special Development Overlay District per Jamestown Zoning Ordinance under Article 11, and Unified Development Review for relief requested from Zoning Ordinance per RIGL§ 45-23-50.1. Recommendation to the Planning Commission for review.

Tanner Jackson of Miller Scott Holbrook & Jackson gave an overview of the application. The property is in the Jamestown Village Special Development Overlay District. The zoning relief requested was submitted in the narrative. The single-family structure was built in 1910 in an R-8 zone. The lot size is substandard at 5,114 square feet. This application is for an Accessory Dwelling Unit with two bedrooms, that measures 1,183 square feet. The size of the ADU is reasonable due to the size of the lot.

The proposed addition is placed along the northern façade towards High Street to minimize the impact to neighbors. The southern side is where the living space in the home is located. The space in the backyard is limited.

Based on the report from Doug McLean, 63% of neighboring properties go into setbacks in the zone. A mansard roof is appropriate for the area.

The ADU will be multi-generational. Mark Baker will live in the ADU to age in place. Mr. Baker's daughter will live in main house with her family.

Lisa Bryer explained that the variance application was applied for in the portal. The Planning Department is not online yet so it is being handled on paper. This property has been identified as a Unified Development Review (UDR) that needs Development Plan Review (DPR) within the Jamestown Village Special Development District and Variances. In speaking with Dennis Begin and town attorney, the zoning application in portal will go away since it will be handled by the Planning Commission. The application is incomplete. This is a preliminary TRC meeting that will answer questions today and not rule out if another TRC is needed.

Discussion of the plans ensued. Lisa Bryer said that the overhang, listed at 1-foot 9-inches, is larger than what is customary and will impact the building lot coverage over 12 inches. Tanner Jackson said he thought it was 12-inches.

Discussion of variances ensued. The seven, now six, variances are detailed on page two of the project narrative. Variances one through four are in regards to parking. Three onsite parking spaces are required and there are zero compliant parking spaces as they encroach into the right-of-way of Baldwin Court. Dennis Begin asked about pushing the spaces back further into the yard? Tanner Jackson said that the backyard space isn't that big and it would be right next to the deck. Duncan Pendlebury noted that the deck, on the south side, shows up very faint on the existing conditions plans. Jean Lambert asked about removing part of the hedge if needed? Mark Baker said that the hedge stops at the property line. Doug McLean asked about parking on the property versus behind the house? Lisa Bryer said they are not suggesting parking behind the house. The goal is to get the parking off the right-of-way due to snow plowing as they must be off the street. Jean Lambert said that the Town has to do maintenance and plowing on the road. Dennis asked Mark Baker where he parks when there is a parking ban? Mark Baker said that he moves the car back when there is a snow emergency.

Variance five is no longer required, with the plans changing to a two-bedroom unit.

Variance six is required because the property is not greater than 20,000 square feet. Dennis Begin asked about separation between the units and asked for a new floorplan due to the office being changed to the second bedroom. There is a staircase between the levels and each floor has a door. Dennis Begin said that he couldn't decipher on the plans. Dennis Begin asked if the project meets the height restrictions? Tanner Jackson said yes, because the cupola is exempt because it will be used for heat pumps. Lisa Bryer asked how high the cupola is? The cupola is 3 feet 10 ³/₄ inches and the height is 36 feet 6 inches. Lisa Bryer asked if the house will be handicap accessible since no ramp is shown and the plans show an elevator? Mark Baker said that there will be a ramp from the back. The ramp needs to be listed on the plans. Mark Baker said there will also be an elevator that will stop on each floor.

Variance seven is based on property setbacks which are determined proportionally to the size of the lot for the R-8 district, per state law.

Discussion regarding planning report by Doug McLean ensued. Lisa Bryer asked Doug McLean about the methodology he used for the data? Lisa Bryer asked because she looked at 49 properties, checked the front setbacks, and found that 21 of the properties do meet the front setbacks and they are listed as non-conforming. Doug McLean said that he looked at the front, side and rear setbacks. Lisa Bryer brought up that the Village District has provision that allows covered front porches to exceed the front setback by 50% and asked if that was taken into consideration. Doug McLean said that he did not account for that. Doug McLean said that he found 63% of properties are within the setback, which makes having a structure within a setback not an unusual condition in the area. Lisa Bryer said that from a public perspective, the concern is massing and setbacks.

Discussion of massing ensued. Doug McLean said that expansion of the house to the north is practical due to the existing conditions of the house. Mike Swistak said that many properties that encroach do not have mass as well. The Town's Zoning Ordinance intends to prevent large massing. Dennis Begin said that the appearance is a solid wall that is 3 feet from High Street. Doug McLean said that Mr. Baker tried to design and build an ADU that fits in with the area and he used the vision pattern book. Duncan Pendlebury asked if adding a porch around on the high street side on the first floor was discussed? Mark Baker said he thinks it is a wonderful idea.

Discussion of ADU placement ensued. Mike Swistak asked if the ADU could be moved to the south? Tanner Jackson said moving the ADU to the south totally disrupts the functionality of the house and the applicant cannot build a separate standalone ADU. Lisa Bryer asked why not build a separate structure where the two existing sheds are? Or there is a way to put up a secondary structure in-between the house and the sheds? Mark Baker said that those options do not serve the purpose of family sharing living space. Doug McLean said that the addition on the north side is further away from abutters and takes advantage of 16 feet of space to the paved surface of High Street. Mark Baker said he hadn't thought about these options and he is against southside ADU because all the floorplans would need to be re-arranged. Lisa Bryer asked Mark Baker to think about southside ADU or a detached ADU.

Dennis Begin asked if there has been positive feedback from neighbors? Mark Baker said yes, he has talked with neighbors and they are in favor and there will be only one neighbor across the street that is impacted. Lisa Bryer said that there is concern from a neighbor on Baldwin Court.

Discussion of architecture ensues. Duncan Pendlebury said that he is concerned with streetscape issues. He said based on this design, it makes the staircase a more dominant piece and it is currently falling into the building too much. He also suggested vertical shadow lines of the

cupola because it is sitting in the roof more than if it were a real turret and that would make a more architectural feature.

This application will be continued. The TRC Committee is not ready to make a recommendation to the Planning Commission. Dennis Begin said that any way you look at it, this property needs variances. Tanner Jackson said that they will run ideas by the architect. Doug McLean re-capped the issues as: parking spaces in the right of way, make the staircase a more dominant feature, have the cupola look more turret-like; and address the flat façade on High Street. Lisa Bryer said also the consideration of moving the addition to the south. The Planning Commission has the option to utilize a peer-reviewed architect and that would be a decision of the Planning Commission. Tanner Jackson would like to discuss changes with their architect first.

IV. Adjournment

A motion to adjourn at 11:49pm was moved by Duncan Pendlebury and seconded by Mike Swistak. All in favor.

Attest:

/s/Carrie Kolb