

**Approved As Written**  
**PLANNING COMMISSION MINUTES**  
**February 17, 2016**  
**7:00 PM**  
**JamestownTown Hall**  
**93 Narragansett Ave.**

**I. Call to Order and Roll Call**

The meeting was called to order at 7:05 p.m. and the following members were present:

Michael Swistak – Chair                      Duncan Pendlebury – Vice Chair  
Rosemary Enright – Secretary      Mick Cochran  
Bernie Pfeiffer

Not present: Michael Smith

Also present:

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

**II. Approval of Minutes February 3, 2016**

A motion was made by Commissioner Enright and seconded by Commissioner Cochran to accept the minutes as written. So unanimously voted. 1 Abstention

**III. Correspondence**

1. FYI – Memo to Zoning Board Earnshaw/Douglas Enterprises. Received

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

**V. Reports**

1. Town Planner's Report – She noted that budget season has begun and the hearing schedule will be released soon. We have a new Planning Commission member that was appointed last night. We will be holding a TRC tomorrow with 3 items on the agenda. Preppy Pig, is a proposed restaurant, to be located in the car wash. Beaverhead Farm subdivision and Ocean Avenue subdivision are both creating a new lot. Friday the TRC will be hearing an Accessory Family Dwelling Unit proposal. It will be our first detached structure proposal and will not have to come to the Planning Commission because it meets all the standards.

2. Chairpersons report
3. Town Committees
4. Sub Committees

## **VI. Old Business**

### **1. Sustainable Jamestown – Review of Request for Proposal**

The Planning Commission last discussed this at a meeting in October and wanted to see the scope of the project as the next step. Ms. Bryer is looking for the planning commission to review this and asked if there are any significant gaps in what we are looking for. Commissioner Pendlebury would like to see the word resilience along with sustainability.

The Planning Commission's roll is to facilitate this project.

Initially a workshop will be held to see what topics the residents feel are important, for instance water, sea level rise, energy which the state is requiring now, etc. Once we complete that we can start planning our process more. A facilitator will help the workshop process.

When asked how the town will pay for this consultant Town Planner Lisa Bryer said this will be paid for out of the Planning capital budget. There is a revolving budget item for planning and development documents.

Chair Swistak noted that at the end of this process we will have identified targeted areas to focus on from the action plan of the Comp Plan. Is this completely a planning commission project? The Town council has expressed interest in this issue but will this will be going to the council after us or will it be for their approval and most likely we will be dealing with another Town Council too.

Town Administrator Andy Nota clarified Swistak's concern to be that the Planning Commissions involvement with this project may change if a new Town Council is seated. Nota noted that this is an exhaustive scope with targeted topics, he can understand Mike Swistak's concern because Swistak would like to be involved from start to finish. Town Planner Lisa Bryer said that as a planning project, this sits appropriately with the Planning Commission. For example the Comp Plan targets this project to be completed by the Planning Commission with the town council as a resource. As of now this is the Planning Commissions project but this is not to say that we will not involve the Town Council in a significant manner. This process may also include some zoning amendments and code amendments that will require the Town Council so their involvement along the way will be important.

Commissioner Cochran said locally grown food should be part of a sustainability plan for Jamestown. For instance growing food and using it at the local schools for example. Ms. Bryer said as an island we should be more interested in sustainability and resiliency even more so than some other communities. Commissioner Swistak said how do we get this launched? Bryer said we have to gauge what the interests are of the community.

Lisa was asked if she is aware of consultants locally that do this type of work. Yes she said, she has talked to several. Bryer noted that the Town Council will award the bid. Swistak suggested that instead of involving the community to come up with the elements let the Planning Commission do it since there is a mix of opinions that would more than likely represent public input. Bryer still recommended that we need the public's input and will be looking to the Consultant to come up with creative ways to get that accomplished. Commissioner Pendlebury said we do not often get a lot of public participation but it would be nice to have a consultant that may come up with some new ideas on how to do that.

A discussion ensued regarding the scope of work and how it will drive the cost. Bryer will try to narrow the scope a little and the Planning Commission will see it again briefly before it goes out. We use the City of Newport's bidding website to advertise all our RFP/RFQ's. It has been successful.

**VII. New Business – nothing at this time**

**VIII. Adjournment**

A motion to adjourn the meeting was made by Commissioner Cochran and seconded by Commissioner Enright at 7:47 p.m. So unanimously voted.

Attest:



Cynthia L. Reppe