

**Approved As Amended**  
**PLANNING COMMISSION MINUTES**  
**January 15, 2020**  
**7:00 PM**  
**Jamestown Town Hall**  
**93 Narragansett Ave.**

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

The meeting was called to order and the following members were present:

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

Not present:

Dana Prestigiacomio

Also present:

Lisa Bryer, AICP – Town Planner  
Wyatt Brochu – Town Solicitor  
Cynthia Reppe – Planning Assistant  
Dale Jerald

- II. Approval of Minutes December 4, 2019;** review, discussion and/or action and/or vote  
A motion was made by Commissioner Enright and seconded by Commissioner Cochran to accept the minutes as written. So unanimously voted.

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

**IV. Reports**

1. Town Planner’s Report
2. Chairpersons report
3. Town Committees
4. Sub Committees

**V. Old Business**

- 1. Applications and Procedures for Amendment to the Zoning Ordinance and Comprehensive Plan; review, discussion and/or action and/or vote**
  - Application for Amendment to the Comprehensive Plan
  - Application for Zoning Ordinance Amendment (Map)
  - Application for Zoning Ordinance Amendment (Text)

Town Planner Lisa Bryer said we have amended the zoning ordinance internally by staff, Planning Commission and Town Council. We now have 2 privately initiated requests pending so putting together an application is the way it should be handled. We have just never had the need for an application prior. The Planning Commission has heard about these applications previously as presented by their representatives; Clarke St. and Westwind Dr. Commissioner Enright said it needs to be mentioned in the application regarding who to make the check out in each application and that the fees may be less if combined in each application.

Commissioner Swistak asked if there would ever be a time that there would be 2 changes both map and text at the same time would it be a double charge? Yes. Commissioner Pendlebury thinks the town works to keep the zoning the way it is and to change it in a few cases may not be a good idea. We need to have a formal application for this Ms. Bryer stated. Town Solicitor Wyatt Brochu explained that they have a right to change a map. Bryer noted that the Comprehensive Plan future land use map needs to be consistent with the zoning ordinance map.

Dale Jerald - Carr Lane has the land use map been changed? the Planner noted several instances where the Town amended the map such as creating the Public zone and the OS-1 and OS-2 districts.

## **2. Zoning Ordinance Update –review, discussion and/or action and/or vote**

Tonight, we will go through final questions and amendments. Ms. Bryer said the good news is the questions from Horsley Witten in the gray boxes are dwindling. There are a few legal questions that when this is completed the solicitors will look at it as a whole. AFDU and new sections will be reviewed in detail by Solicitors before it goes to the Town Council to be scheduled for hearing.

Wind energy, are we making this too restricted asked Commissioner Enright? Discussion ensued. Commissioner Pendlebury is cautious about wind energy installations in front yards.

There is a section that allows height exemptions if you have enough property for setbacks. Everyone agreed on no front yard placement. Above ground propane tanks should not be allowed in front yard either Pendlebury noted. This has been addressed.

DPR checklist Commissioner Pendlebury said have all the checklists as an appendix for zoning ordinance.

These final changes will be made and given to the solicitors. Then it will come back here with formal correspondence and Findings of Fact to then be presented to the Town Council. When we get all amendments done will give the Planning Commission a final draft copy.

## **VI. New Business**

1. FY 2020-2021 Budget; review, discussion and/or action and/or vote

The Planner discussed the items in the capital budget and explained that these items have been in for at least 10 years each and they are long standing items and have been funded at varying levels in the prior budgets. "Planning and Development Documents" is a yearly item, some years we get less than others but it accrues. This is used for updating Comp Plan, Zoning and Subdivision regulations, other special planning studies such as Sustainable Jamestown including consultants, advertising legal review etc.

Affordable Housing Trust. Ms. Bryer went over what it has been spent on in the last 10-15 years. It is used for planning and development as well as nuts and bolts development of affordable housing. It is primarily used for critical gap financing for affordable housing. It is also used for such things as providing CCHC a short term construction loan and they paid it back in full. In addition to this fund we have the revolving fund for 400K (bond fund) to purchase properties and then as they are developed that money is paid back.

The Town Council will be talking about short term rentals in Jamestown at their next meeting. Ms. Bryer told Town Administrator Jamie Hainsworth that the Planning Commission is ready to take this up in the near future. We have a proposal from our consultant already. We are looking for policy issues from the council first.

#### **VII. Adjournment**

A motion to adjourn at 8:21 p.m. was made by Commissioner Enright and seconded by Commissioner Pfeiffer. So unanimously voted.

Attest:



Cinthia L Reppe