

PLANNING COMMISSION MINUTES

April 7, 2021

7:00 PM

Jamestown Town Hall

93 Narragansett Ave.

**PURSUANT TO EXECUTIVE ORDER NO. 20-05 EXECUTED BY GOVERNOR GINA
RAIMONDO ON MARCH 16, 2020**

I. Call to Order and Roll Call

The meeting was called to order at 7:03 p.m. and the following members were present via zoom:

Michael Swistak – Chair	Duncan Pendlebury – vice Chair
Rosemary Enright – Secretary	Mick Cochran
Bernie Pfeiffer	Dana Prestigiacomo
Michael Smith	

Also present:

Lisa Bryer, AICP – Town Planner
Wyatt Brochu – Town Solicitor
Cinthia Reppe – Planning Assistant
Mark Liberati – Attorney
Christian Belden – Church Community Housing Corp.
Michael Darveau – Professional Land Surveyor
Bonnie Hogan

II. Approval of Minutes March 3, 2021; review, discussion and/or action and/or vote

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

Approval of Minutes March 17, 2021; review, discussion and/or action and/or vote

A motion was made by Commissioner Enright and seconded by Commissioner Smith 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
 - Future meetings – topics and applications

V. Old Business

1. **91 Carr Lane, Property Owner: Town of Jamestown, Applicant: Church Community Housing Corp, A.P. 4 Lot 52, Application for Comprehensive Permit for Affordable Housing per Zoning Ordinance Article 17, a 4-Lot Minor**

Subdivision with Zoning Variances. Preapplication Review Continued for update purposes. Discussion, review, and/or action and/or vote

- February 23, 2021 Letter from CCHC to Jamestown Town Council regarding plan to move forward
- September 4, 2019 Planning Commission Minutes
- March 1, 2021 Town Council Minutes
- Letter from Attorney Mark Liberati
- Schedule Master Plan/Preliminary Public Hearing on May 5, 2021

Attorney Liberati said 18 months ago CCHC presented a plan with 3 single family homes and 3 apartments. They are here to give an update to the Planning Commission.

Due to grant funding difficulties and deficiencies, CCHC decided to reduce the plan and reduce the density.

Christian Belden, Executive Director of Church Community Housing Corporation (CCHC) presented the new plan. They applied for grant funds as originally envisioned without much success, and the funders suggested they figure out ways to generate subsidies for themselves. They went before the Town Council and asked to sell the existing home and possibly the garage lot in order to self-subsidize. Hoping the 1 single family being sold at market rate will be enough to generate being able to do 3 affordable houses, if not then they will sell the garage lot and produce 2 affordable units. Town Council approved the change and executed the change on the updated P&S. They wanted to bring it back before the Planning Commission to update everyone.

Mike Darveau – Land Surveyor made a presentation They took the house and garage parcels C&D and reallocated the lot lines because the house would no longer be 3 units and need additional parking. Parcel C&D are of equal size. They will not need any variances from DEM for OWTS which is in process now, as all lots will have private wells and septic. They will handle the stormwater increase.

Commissioner Swistak said we are all in listening mode now and questions will come at the next meeting which will be a public hearing.

Chair Swistak asked, procedurally will you be ready for May 5th? Yes, that is their intention.

The Planning Commission will be sitting as the Local Review Board and will review and act on the proposed Major Land Development Project as well as the requested variances through the Comprehensive Permit process.

Bonnie Hogan asked will the public be able to put questions in May 5th? Yes, the next meeting will be a public hearing.

2. Short Term Rental Regulation – recommendation to the Town Council for review and possible action. Discussion, review, and/or action and/or vote

- Updated Draft Ordinance – Short-Term Residential Leases

- Draft Rental Registration Form
- Recommendation to the Town Council – draft memo

Ms. Bryer gave an update to the minor changes that are in the draft. Most of them were generated by Solicitor Brochu. They talked to the Building official and Fire Marshall. Every 2 years the Fire Marshall said and building every 3 years reflected on the permit form.

Other changes made include the record owner will be responsible for compliance and if not adhered to it will be a violation.

Solicitor Brochu said they basically went with the enforcement provision already in the ordinance. It is in the code of ordinances, using the existing language.

Enright asked about the inspections. It is confusing the way it is worded. Lisa will fix it.

Commissioner Swistak wants to look at Sec 10 he thought at the last meeting they discussed where the posting should be. He thought they were going to strike that and not post on the exterior. We will be striking the language regarding exterior posting of the notice.

No comments on the cover memo.

A motion was made to request that Town Planner Lisa Bryer forward the draft ordinance to the Town Council and Town Administrator, this motion was made by Commissioner Swistak and seconded by Commissioner Pfeiffer. So unanimously voted:

Michael Swistak – Aye	Duncan Pendlebury – Aye
Rosemary Enright – Aye	Mick Cochran - Aye
Bernie Pfeiffer - Aye	Dana Prestigiacomo - Aye
Michael Smith - Aye	

The Planning Commission meeting on April 21st is canceled; we have no applications. We have a TRC scheduled for Wed April 28 at 9:30 am and are looking for a Commissioner to volunteer. Please let the office know if you can attend.

VI. Adjournment

A motion to adjourn at 7:37 was made by Commissioner Swistak and seconded by commissioner Cochran. So unanimously voted.

Attest:

Cinthia L. Reppe