

Approved as amended
PLANNING COMMISSION MINUTES
January 18, 2023
7:00 PM
Jamestown Town Hall
93 Narragansett Ave.

I. Call to Order and Roll Call

The meeting was called to order at 7:00pm and the following member were present:

Mike Swistak – Chair	Duncan Pendlebury – Vice Chair
Rosemary Enright – Secretary	Diane Harrison
Bernie Pfeiffer	

Not present: Mick Cochran and Dana Prestigiacomio

Also present:

Lisa Bryer, AICP – Town Planner
Carrie Kolb – Planning Assistant
Michael Gray – Director of Public Works
Wyatt Brochu, Esq – Town Solicitor with Ruggiero, Brochu & Petrarca

II. Citizen’s Non-Agenda Item – none

III. New Business

1. 5 Freebody Drive, Plat 1 Lot 7, Public Works Department Workshop – Development Plan Review and Recommendation to Zoning Board for Variance - Review, Discussion, and/or Action and/or Vote
 - a. Technical Review Committee Minutes – December 15, 2023, Jamestown Public Works Department Workshop
 - b. Memo from Michael Gray, DPW Director, dated January 12, 2023
 - c. Photographs – 3 pages
 - d. Site Plan and Building Plan for the Jamestown DPW Workshop/Storage Building

Michael Gray, Director of Public Works, introduced himself and explained the application for construction of a new workshop/storage building at 5 Freebody Drive, Plat 7 Lot 1. He stated this project has the support of the Town Council and he will go in front of the Zoning Board also. The Town has been saving funds over many budgets to pay for this project. The workshop building, 32 feet x 16 feet, will be a simple wood frame and truss roof with two garage doors.

The building will be built in-house. The building will have the same foot-print as the current space that the Town Carpenter Ramon uses in the unheated garage.

Some examples of the works constructed in house are: Mackerel Cove beach house, bathrooms at West Ferry, pavilion at East Ferry and the Department is building the Fort Getty gatehouse.

Gray explained parking. There are 11 employees. There are 19 parking spaces. Calculated 33 spaces are needed. Previously the calculated space included unheated storage bays so there is a smaller number of spaces required now since unheated space is exempted.

Discussion ensued regarding heating the building. Gray stated that the building will be insulated and heated with propane unit heaters, and he getting estimates for the possibility of radiant heat in the floors.

Discussion ensued regarding the drawing of the plans. As a Professional Engineer, Gray is able to draw up the plans. The plans are simple and the truss will be engineered.

Discussion ensued regarding comments from the abutters. Notices were mailed out by the Zoning Department and an advertisement was in the Jamestown Press. There have been no comments from abutters.

Discussion ensued regarding number of parking spaces needed. The amount of parking spaces needed has been recalculated from the 33 spaces needed with the special use permit granted in 2008. There was 4,000 square feet of exempt space included in the original calculation, and the new number of spaces needed is 26. Bryer stated that she will include enclosures on the Memorandum to the Zoning Board and they will have the full history.

A motion was moved by Commissioner Swistak and seconded by Commissioner Enright as follows:

At the January 18 Planning Commission meeting, they voted to Grant Preliminary Approval for the Development Plans submitted by the Town and reviewed by the Planning Commission on January 18, 2023. Approval includes the following plans:

1. Site Plan - Jamestown DPW Workshop/Storage Building – 5 Freebody Drive, Jamestown, RI. Dated December 2022;
2. Building Plan - Jamestown DPW Workshop/Storage Building – 5 Freebody Drive, Jamestown, RI. Dated January 2023.

The approval is based on the following Findings of Fact:

1. The Technical Review Committee reviewed the proposed plans and felt all issues were addressed;
2. The Town Council reviewed and approved the proposed plans on January 3, 2023;
3. The previously granted variance for 33 spaces where 19 exist and the time spent working in and with the building and parking lot indicates that there is ample parking for the additional square footage based on the previous calculation that included 4,925 square feet

of unheated garage space. It is the opinion of Peter Medeiros, Zoning Enforcement Officer, that the unheated garage bays are exempt based on the definition of gross leasable floor area (GFLA) in the Zoning Ordinance;

4. In addition to parking, the TRC reviewed the topics of circulation, stormwater mitigation, buffering, lighting, building materials which raised no concerns;
5. The TRC recognized the importance in the increase in working efficiency and safety by the addition of the new building.

In addition, the Planning Commission supports the amendment to the existing special use permit to build the proposed DPW workshop/storage building and if needed, a variance for seven additional parking spaces. The special use permit was initially granted to build the existing Highway Garage, in accordance with Table 3-1, (IV), Government, Education, Institutional (10) Government Owned Utility Facility in the public zoning district.

So voted:

Commissioner Pendlebury – aye

Commissioner Enright – aye

Commissioner Harrison – aye

Commissioner Pfeiffer – aye

Commissioner Swistak - aye

Motion carries 5-0.

IV. Correspondence

1. Memorandum to Town Council from Town Planner – Jamestown Energy Plan – Recommendation for review and approval – January 5, 2023
2. Preliminary Subdivision Approval letter, 165 Hamilton Avenue – December 9, 2022
3. Goyette/Alexander Administrative Subdivision approval, AP 1 Lots 90 and 359

Correspondence was recognized as received.

V. Reports

- Planner's Report
 - Future meetings – topics and applications

Bryer stated that there are not a lot of applications in the near future. Further discussion on ADUs will be held at the next meeting. The Planning Commission schedule for the next few months was reviewed. There will be two meetings in February on February 1 and February 15. The meeting on March 1 will be cancelled. There will be a meeting on March 15. The meeting on April 5 will be cancelled. There will be a meeting on April 19. The Zoning Ordinance Workshops were discussed for February and March Meetings.

Discussion ensued regarding Short Term Rentals. Bryer stated that she is working diligently with Granicus Corporation to create the online registration platform for the Town. Online registration will be ready in May 2023 for the calendar year of 2024. Home inspections for fire and zoning will start in March. A working group consisting of Bryer, Mary Meagher and Randy White met with a group of citizens who had objections with the Short-Term Rental Ordinance. The working group will meet with the citizens one more time and then bring any amendments to Short-Term Rental before the Town Council for the public hearing and approval.

VI. Old Business - none

VII. Approval of Minutes – review, discussion and/or action and/or vote

1. December 7, 2022

A motion was moved by Commissioner Enright and seconded by Commissioner Harrison to approve the minutes from December 7, 2022 as amended. All in favor.

Page 2: paragraph 4 changed to “Commissioner Harrison asked if the size of the proposed dwelling is definite?”

Page 4: paragraph 3: “on” added to read “that on any parcel...” “use” added after permitted for “permitted use”

Page 4: paragraph 4: “its” added to read “repealed its AFDU ordinance” and “a” added to read “putting out a survey...”

Page 4: paragraph 5: “the” added to read “successful and the majority...”

VIII. Adjournment

A motion to adjourn at 7:34pm was moved by Commissioner Enright and seconded by Commissioner Pfeiffer. So unanimously voted.

Attest:

Carrie Kolb and Lisa Bryer