

Approved as written
PLANNING COMMISSION MINUTES
March 20, 2024
6:00 PM
Meeting Hall
Jamestown Philomenian Library
26 North Road
Jamestown, RI 02835

I. Call to Order and Roll Call

The meeting was called to order at 6:05pm and the following members were present:

Michael Swistak – Chair

Duncan Pendlebury – Vice Chair

Mick Cochran

Rosemary Enright - Secretary

Bernie Pfeiffer

Not present: Diane Harrison and Dana Prestigiacomo

Also present:

Lisa Bryer, AICP - Town Planner

Carrie Kolb – Planning Assistant

Wyatt Brochu, Esq. – Ruggiero, Brochu & Petrarca

Jeff Davis, Horsley Witten

II. Citizen’s Non-Agenda Item - none

III. Correspondence

1. No items at this time.

IV. New Business

1. Amendments related to the 2023 Legislative changes for Subdivision and Land Development Regulations, presentation by Jeff Davis of Horsley Witten - Review, Discussion and/or Action and/or Vote

Jeff Davis with Horsely Witten congratulated the Planning Commission on working so diligently on the Zoning Ordinance.

Davis gave a presentation entitled “Jamestown Subdivision Regulations Update” (see attached presentation)

Procedures for Review and approval (slide 11)
Minor Land development and minor subdivision

Administrative Officer can grant waivers of “design standards” *but these need to be listed in the Regulations*

Commissioner Swistak asked if waivers could be granted by TRC? Davis will check on that. Commissioner Swistak said that there should not be a sole decider on waivers. Bryer said the Town should err on side of caution.

Discussion ensued regarding the presentation.

Commissioner Swistak asked the Subdivision Regulations have the same approval process with Zoning Ordinance? Bryer said no, the Planning Commission writes, approves and enforces the subdivision regulations.

The biggest change is that the Planning Commission can now grant variances and special use permits in any plan that comes before them that needs a variance or special use permit: DPR, minor and major subdivision under unified development review (UDR). Solicitor Brochu raised the question on the changes of procedures that will be needed when hearing a UDR project like will a stenographer be needed or the swearing in of witnesses. Bryer said that we will know about the projects in advance and can schedule as needed. Commissioner Swistak asked who pays for the stenographer? Bryer said she will find out from Zoning Department. Davis said this is why the Town would charge a fee for a UDR application. Bryer said the Town will come up with a fee schedule or list within the ordinance that fees are paid by the applicant.

Byer will bring back to the Planning Commission.

V. Old Business

1. No items at this time

VI. Reports

1. Planner’s Report
 - A. Future meetings – topics and applications

The meeting on April 3, 2024 is cancelled. For the meeting on April 17, there is a High Groundwater application and CISF on the agenda. The first meeting in May will be regularly scheduled. The second meeting in May will be scheduled/or not depending on the agenda.

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

1. March 6, 2024

A motion was moved by Commissioner Pendlebury and seconded by Commissioner Cochran to approve the minutes of the March 6, 2024 meeting as amended. All in favor.

Page 4: Reports: Paragraph 2: Second Sentence: remove second “with” to read “with the School Committee.”

Planning Commission Meeting

March 20, 2024

Page 3 of 3

VIII. Adjournment

A motion to adjourn at 7:10pm was moved by Commissioner Pendlebury and seconded by Commissioner Cochran. All in favor.

Attest

Carrie Kolb