

**Approved as written**  
**PLANNING COMMISSION MEETING**  
**June 5, 2024**  
**6:30 PM**  
**Jamestown Town Hall**  
**93 Narragansett Ave.**

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

The meeting was called to order at 6:30 p.m. and following members were present:

Michael Swistak – Chair

Duncan Pendlebury – Vice Chair

Mick Cochran

Rosemary Enright - Secretary

Diane Harrison

Dana Prestigiacomio

Not present: Bernie Pfeiffer

Also present:

Herbert A. Durfee, III, Consulting Planner

Carrie Kolb – Planning Assistant

Wyatt Brochu, Esq. – Ruggiero, Brochu & Petrarca

Meg Myles, CISF

Jim Bryer, CISF

Hannah Swett, CISF

Elliott Richmond, Union Studio

Don Powers, AIA, Union Studio

Patrick Freeman, American Engineering

Alyssa Gomes, BETA Group

**II. Citizen’s Non-Agenda Item**

**III. Correspondence**

1. No items at this time

**IV. New Business**

Town Planner Lisa Bryer recused from this application and Herbert A. Durfee, III, consulting planner sat for this application.

1. Development Plan Review for Conanicut Island Sailing Foundation (CISF) New Building and Campus Plan at Fort Getty - Review, Discussion, and/or Action and/or Vote.

Meg Myles, 7 Felucca Avenue, Executive Director of CISF addressed the Planning Commission. She explained CISF is a 501(c) 3 non-profit charity for people of all ages and abilities. The

mission is: through boating and education, CISF inspires and engages people of all ages, backgrounds and abilities with the coastal environment. The vision statement is: Connecting the community to the water and our environment. Affordable access to the coastal environment and boating is guiding principal and they provide scholarships and financial aid in all of their programs. The core values are: opportunity, education, stewardship and positive youth development. Myles reviewed all the CISF staff members. A brief synopsis is CISF is about access, education, exploration and affordability. CISF has a strong partnership with the Town. Why create a permanent home? CISF wants to support the community more and deepen the educational impact with microscopes and equipment that can be easily accessed. Basic necessities will become year-round: running water, heat, shelter and permanent bathroom facilities. The CISF campus will create a clean look at Fort Getty and it fits in with the area and landscape.

Don Powers of Union Studio and a Jamestown resident part time since 2000 and full time since 2010 presented the plans to the Planning Commission. Powers explained the CRMC jurisdiction line is not a do not cross line. The proposed building that goes over the CRMC line is for a water dependent use and it will be an unheated, unplumbed storage unit.

Powers said that they used the slope to their advantage when designing the campus. There will be a crushed shell parking area in front of the building and up a few steps to a terrace area. The Main building can be subdivided into smaller classrooms. It will contain a wet lab, Offices and workroom for staff, storage area, bathrooms including an accessible bathroom. The tent will be on the hard surface of the terrace. The workshop will be a storage area that includes the trash pad. Powers explained that the drop off area will be on the right-hand side of the un-named road that runs East-West, which will mean that children do not have to cross Fort Getty Road to enter the building. The Flagpole area at the front, can be utilized as outdoor classroom or an area to create a moment. There will be a small terrace outside staff room at the back of the building, but it will be accessible to everyone from the outside. The overall building design is low and simple mass that tucks into the slope. The materials used will be painted cedar, white cedar, and the trim color has not been decided yet, but probably a blue-green. The storage building will be used for storage or a workshop depending on the season. It will have day lockers for students. The same timber truss from main building will be used. There is an opportunity for solar panels on the workshop.

Patrick Freeman with American Engineering presented the engineering and land surveying plans to the Planning Commission. Freeman explained that the septic system has been created but not submitted to DEM yet. The denitrification system has the tanks and leech field in lease area. The rain garden north of the proposed workshop that is designed to capture for 1 inch water quality volume from the proposed impervious surfaces. The rain garden could get smaller if more pervious area is added at the terrace. The septic system still needs CRMC approval. Freeman said that he believes the system will get approved and preliminary determination letter has been submitted but he has not heard back yet.

Commissioner Swistak asked if there would be a conflict with the septic system to the west and public bathrooms? Freeman said that there will not be a conflict. The grading doesn't go into existing OWTS in any way.

Commissioner Swistak asked if there would be a cistern to capture water on the terrace? Powers said that it is yet to be determined and that water harvesting will happen if they can make it work. Commissioner Pendlebury asked if the terrace is pervious? Powers said it is not determined yet for pavers. Powers thinks the terrace can be pervious but cost is a factor.

Commissioner Swistak asked about the raingarden in area B of the lease area, per the TRC meeting? Powers recalled that Town Administrator Ed Mello said that some language needed to be added to the lease.

Commissioner Cochran asked about the solar being on the east elevation? Powers said the solar panels now are so efficient. The solar panels on the workshop do not need to be at 100% capacity.

Alyssa Gomes with BETA Group and Jamestown resident presented the planting plan to the Planning Commission. There were three aspects incorporated into the planting plan: flow, education and safety. With regards to flow, there are plantings near the drop off area and parking in the front on the crushed shell area. For education, the plantings will be native plants and provide a teaching moment for the students. For safety, there is lighting along the paths/walk ways for visitors. Gomes pointed out the areas of native plantings on the planting plan labeled L-3.

Powers discussed the accessible ramp, that it goes up behind the planting area in the front and that there is an accessible parking space in the front. Commissioner Harrison asked about having a marked parking area? Powers said the crushed shells area for parking will not be marked. The staff parking is not located onsite. There is a designated area for long term parking across the street on Fort Getty Road.

Commissioner Pendlebury asked about the flex use for parts of lease area, specifically Area B and Area E. Powers said that Area B does not have a formal use and it is a grass area that is used for daily boat trailers during the summer. Powers said that at the request of the Town staff, Union Studio came up with some graphics on how to help solve the boat trailer issues that already exist. The Town Council said that CISF is not responsible for fixing existing issues that are not part of their project but appreciated the ideas.

Commissioner Cochran asked if public safety had weighed in on water supply. Powers said that a new water line will be added in Fort Getty by the town. Powers said that the buildings do not need sprinklers due to being just one level and size. Commissioner Swistak said that the Fire

Department participated in the TRC meeting. Herb Durfee, consulting planner said that plans must meet NFPA standards in order to get a building permit issued.

Discussion ensued regarding consulting planner Herbert A. Durfee's recommendations. Jim Bryer of 55 Clinton Avenue and CISF Board member provided commentary and answered questions.

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

At the June 5, 2024 Planning Commission meeting, the Planning Commission voted to approve the Development Plan Review for Conanicut Island Sailing Foundation (CISF) New Building and Campus Plan for Fort Getty.

The Development Plan approval is based on the following finds of fact and conditions of approval as noted in the consulting planner recommendations from Herbert A. Durfee, III dated June 5, 2024 and amended at the Planning Commission meeting:

**Findings of Fact:**

1. Jamestown Zoning Ordinance Article 6, Table 6-1, section IV. Government, Education, Institutional, 14. Park and Recreation use, including skateboard or ice rinks and playgrounds together with buildings ancillary to the park use, such as bathrooms, education space and storage, allows the use;
2. The existing use is a temporary/mobile structures under a lease agreement for use by the CISF. The overall site includes seasonal camping, parking, boat launch and storage, fishing access, waterfront/beach access, trails, and Town parks & recreational activities;
3. Meg Myles, Executive Director CISF; Jim Bryer, Board Member CISF; Don Powers, AIA, Union Studio; Patrick Freeman, PE, American Engineering; and Alyssa Gomes, Landscape Designer, BETA Group, were the applicant's representatives and gave testimony to the Planning Commission on June 5, 2024;
4. CISF has an approved Lease Agreement with the Town of Jamestown, dated September 2, 2022;
5. The Jamestown Town Council heard a presentation from the applicant, reviewed and discussed the proposal, and approved a motion, "...to approve and authorize CISF to submit the proposed concept plan to the Jamestown Planning Commission for approval through its Development Plan Review process and requirements";
6. The application and its various iterations of updated/amended plans was reviewed by the Town Council, Technical Review Committee, and the Planning Commission Said iterations of updated/amended plans were prepared by the applicant in response to recommendations during the review stages of the Town Council and the Technical Review Committee. By action of the Planning Commission, changes required by the

Commission shall be considered conditions of approval and shall be adhered to by the applicant accordingly;

7. The 05/23/2024 plans provided by the applicant to the Planning Commission, based on the Technical Review Committee's May 9, 2024 meeting and recommendation, prepared by Union Studio Architecture and Community Design, BETA Group, Inc., and American Engineering includes the following sheets:
  - a. CISF Campus Cover Sheet (page 1)
  - b. Project Team Sheet (page 2)
  - c. Onsite Wastewater Treatment System (2 Sheets) (pages 3-4)
  - d. Site Improvements Plan (2 Sheets – L-1 and L-2) (pages 5-6)
  - e. Planting Plan – Sheet L-3 (page 7)
  - f. Landscape Improvements Plan – Sheet L-4 (page 8)
  - g. Landscape Site Details – Sheet L-5 (page 9)
  - h. Landscape Planting Details – Sheet L-6 (page 10)
  - i. Existing Site Plan – CRMC Limit (aerial image) (page 11)
  - j. Existing Site Conditions – Topography (page 12)
  - k. Lease Agreement Areas (page 13)
  - l. Existing Site Photos (page 14)
  - m. Initial Concept – Site Plan (page 15)
  - n. Proposed Site Plan (page 16)
  - o. Sailing Center – Floor Plan (page 17)
  - p. Sailing Center – Proposed Elevations (East & South) (page 18)
  - q. Sailing Center – Proposed Elevations (West & North) (page 19)
  - r. Workshop Building – Floor Plan (page 20)
  - s. Workshop Building – Proposed Elevations (North, South, East & West) (page 21)
  - t. Streetview – Proposed Elevations (East at Ft Getty Rd) (page 22)
  - u. Perspective Renderings – Proposed Design – Looking Northwest (page 23)
  - v. Perspective Renderings – Proposed Design – Looking Northwest from Flagpole (page 24)
  - w. Perspective Renderings – Proposed Design – Looking Southwest from Parking Area (page 25)
8. The application was reviewed as a Development Plan Review, pursuant to Article 10 of the Jamestown Zoning Ordinance;
9. The Plans submitted and presented as cited above were reviewed by the Planning Commission. As part of its review, consideration, and deliberation of the applicant's proposal, the Planning Commission carefully considered the applicant's submittal, recommendations of the consulting planner, and other pertinent information received during its June 5, 2024 meeting;

**Conditions of Approval:**

1. The plans as presented show the CRMC 200' setback. As juxtaposed with the project proposal, at least portions of several features of the proposed project fall within that

setback – specifically the raingarden, pathway running to the boat launch area, rainwater capture, workshop, solid waste/recycling area, and parking area. As a condition of any approval, the applicant shall obtain any applicable CRMC permit/assent prior to the construction or installation of any site improvements within said setback and shall adhere to any condition of such CRMC permit/assent. If such CRMC permit/assent requires substantive revision to the CISF plans as approved by the Planning Commission, the applicant shall revise their plans accordingly and obtain a Development Plan Review Amendment from the Town. The determination of the term “substantive” shall rest solely with the Town of Jamestown – most specifically with the Town Administrator and Consulting Planner in consultation with the Town Solicitor as necessary – though the applicant may offer their written interpretation for consideration by the Town. Where such CRMC permit/assent does not affect the plans as approved by the Planning Commission outside of the CRMC setback, the applicant is not prohibited from applying for a Building Permit to construct or install those site improvements not affected by such CRMC permit/assent;

2. The Onsite Wastewater Treatment System Plan (Sheet 1 of 2) shows the terrace/patio area to be “impervious” but there is no detailed specification regarding its composition or typical construction specification. As a condition of approval and before submitting any Building Permit application the applicant needs to revise either the Onsite Wastewater Treatment System Plan (Sheet 2 of 2) or the Landscape Site Details (Sheet L-5) to include the material composition and typical construction specification “cross-section” details. Said information shall be submitted to the Planning Department for approval by the Building & Zoning Official and the DPW Director;
3. The Site Improvements Plan – 2 (Sheet L-2) indicates a 1-yard dumpster will be located next to the Workshop. To minimize unintended leachate from seeping into the ground specifically within the CRMC 200’ setback, a concrete protection pad with a +/-1” lip around the perimeter of the pad needs to be installed. As a condition of approval and before submitting any Building Permit application the applicant needs to add detailed specifications to the Landscape Site Details (Sheet L-5) typical specification for a concrete slab base with a +/-1” lip (from the finished grade) around the perimeter. Said information shall be submitted to the Planning Department for approval by the Building & Zoning Official and the DPW Director;
4. The plans and detailed specifications as submitted remain incomplete related to outdoor lighting. Some of the bollard information is contained on Sheet L-5 and the applicant now shows a down-shielded, building-mounted set of light fixtures on the Perspective Rendering (pages 23-25). But the application overall is absent bulb type, fixture, wattage, manufacturer’s “cut sheets”, evidence of adherence to “dark sky” best practices, etc. As a condition of approval and before submitting any Building Permit application the applicant’s plans and detailed specifications shall be revised to include lighting type, fixture, wattage, manufacturer’s “cut sheets”, and any other lighting information to help ensure “dark sky” best practices are being adhered to. Said information shall be submitted to the Planning Department for approval by the Building & Zoning Official and the Consulting Planner;

5. On Sheet L-6, the caliper reference for the Serviceberry trees needs to be amended such that it reads “ $\geq 2.5$  cal”. Also, two specification notes need to be added to Sheet L-6 stating: “1. *All plants listed in the Plant Schedule shall have a 2-year warranty period beginning from the date of the valid recorded “as-built” plans. The CISF, or its successor, shall be responsible for the replacement of any dead or diseased plants (as determined by the Town Tree Warden) within that 2-year warranty period. Any dead or diseased plants that are replaced shall initiate a new 2-year warranty period for those specifically replaced plants*” and “2. *All trees and shrubs shall be planted by a qualified landscape/tree contractor or otherwise as supervised by the Town Tree Warden*”. As a condition of approval and before submitting any Building Permit application, Sheet L-6 shall be revised to change “2-2.5” cal” to “ $\geq 2.5$  cal” and to add the applicable warranty and dead/diseased notes. Said revisions shall be submitted to the Planning Department for approval by the Building & Zoning Official and the Town Tree Warden;
6. The plans as submitted do not include a plan for Erosion & Sediment Control. As a condition of approval and before submitting any Building Permit application an Erosion & Sediment Control plan and detailed specifications shall be submitted to the Planning Department for approval by the Building & Zoning Official and the Director of Public Works;
7. The plans as submitted do not include consideration for a source of water. As a condition of approval and before submitting any Building Permit application the plans and detailed specifications shall be revised to include the proposed project’s source of water and its related infrastructure. The revisions shall be submitted to the Planning Department for approval by the Building & Zoning Official and the Director of Public Works;
8. The two septic system-related plan sheets do not include specification notation for the water-based fixtures (e.g., toilets, showers, sinks, etc.) that will be used by CISF. Since the proposed project will rely on an on-site wastewater treatment system (OWTS), it’s important to install fixtures that are as water conservative and efficient as possible to ensure the septic system’s longevity. It’s assumed that the RIDEM OWTS permit will require use of such conservation-minded water-based fixtures. Nevertheless, as a condition of any approval, notation shall be added to the detailed specification sheets for the OWTS requiring the use of low-flow, efficient, water-conserving fixtures, or other more appropriate text to ensure the greatest longevity of the OWTS. The revisions shall be submitted to the Planning Department for approval by the Building & Zoning Official and the Onsite Wastewater Program Coordinator;
9. The Jamestown Historical Society via correspondence from Rosemary Enright offered provision of a 24 x 36” or a 24 x 42” sign suitable for outdoor display explaining the historic significance of the area. The sign proposed would meet National Park Service Traditional Style sign support specifications like the one at the entry to the Ft Getty Park area. The sign support at the entry is a Standard Angle Mount Frame & Posts (2) with Plate for 24”H x 42”W x 125” sign panel, two 3 x 3 x 60” posts; 45 degree angle, for in-ground installation, black texture power coated aluminum and cost ~\$835 delivered. It’s

understood that the applicant agrees with the installation of such an interpretive sign as shown on their plans near the southeasterly corner of the sailing center building next to the sidewalk. As a condition of any approval, the applicant shall document in a written submittal to the Planning Department before issuance of any Certificate of Occupancy the applicant's agreement to appropriately install said interpretive sign when received by the Historical Society, during or after construction as mutually agreed between the applicant, the Society, and the Town Administrator;

10. Any Development Plan Review approval granted by the Planning Commission assumes the various uses of the facility will directly relate to the functions of the CISF and its affiliated functions (e.g., hosting a fundraiser event) but within the constraints and purpose of the Lease Agreement. Any use/function/event beyond those allowed by the Lease Agreement shall be subject to approval by the Town Administrator and at his discretion, the Town Council and/or allowed via an amendment to said Lease Agreement.
11. Prior to issuance of any Building Permit, the applicant shall obtain any necessary state/federal permits, as applicable and warranted, or as otherwise required by the Building & Zoning Official;
12. Any substantive alteration to the valid recorded "as-built" plans or the applicant's need to significantly alter the approved plans, as determined by the Town Administrator and Consulting Planner in consultation with the Town Solicitor as necessary, shall require additional review by the Town that may include review by the Planning Commission and/or Town Council via a Development Review Plan Amendment;
13. The applicant shall continue to coordinate with all the Jamestown Department Heads as appropriate. However, any submittals pertaining to the conditions of the approval contained herein shall be provided to the Town Administrator, with attention to the applicable Department Head;
14. As a condition of any Building Permit, the applicant/property owner shall adhere to all applicable fire (and building codes) as set forth in NFPA;
15. Prior to the issuance of any Certificate of Occupancy, all fees owed the Town shall be made payable to the *Town of Jamestown* by the applicant/property owner;
16. "As-Builts" are required and shall be provided to the Building & Zoning Official for validity and project acceptance prior to issuing any Certificate of Occupancy. Any changes to be valid must be noted in a revised Development Review Plan. "As-Builts" validated by the Building & Zoning Official shall be recorded in the Town's Land Evidence Records with any related fees payable to the Town of Jamestown by the applicant at the time of recording;
17. All applicable work requiring inspection for code and other regulatory compliance (e.g., electrical, plumbing, septic, etc.) shall be conducted according to approval by the Building & Zoning Official and the Director of Public Works. In the unlikely instance



where the Building & Zoning Official and/or the Director of Public Works cannot conduct the applicable inspection, the Town may authorize use of State Form 128 by the applicant's engineer/contractor to certify that that aspect of work was completed to code or other applicable regulation. The use of State Form 128 shall be the exception not the rule or expectation of the applicant;

18. Final signage plans shall be submitted for review and approved administratively.

So voted:

Commissioner Pendlebury – aye

Commissioner Cochran – aye

Commissioner Enright – aye

Commissioner Harrison – aye

Commissioner Prestigiacomo – aye

Commissioner Swistak - aye

Motion passes 6-0.

## V. Old Business

1. No items at this time

## VI. Reports

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

Bryer said that Planning Commission has mandatory training hours that must be completed each year. The Statewide Planning office has a training for planning and zoning scheduled for June 26<sup>th</sup> which is the date for our next Planning Commission meeting. Bryer will keep the Planning Commission apprised of the next available training.

Planning Commission meetings are as follows:

June 26 – meeting

July 3 – meeting cancelled

July 17 – meeting

Commissioner Enright asked about the status of the Comprehensive Plan update? Bryer said that she put a RFP out to bid, one company responded. The next step is to bring the bid before the Town Council so it can be awarded.

Commissioner Harrison asked about the Community Survey. Bryer said that she is working on the results and will get them to the Planning Commission soon.

## VII. Adjournment

A motion to adjourn at 7:59pm was moved by Commissioner Enright and seconded by Commissioner Cochran. All in favor.

Attest:

Carrie Kolb