



**TOWN COUNCIL MEETING**  
**Jamestown Town Hall**  
**Rosamond A. Tefft Council Chambers**  
**93 Narragansett Avenue**  
**Tuesday, September 3, 2024**  
**6:15 P.M.**

**THIS MEETING WILL BE CONDUCTED IN PERSON ONLY.**

**THIS MEETING WILL BE LIVE STREAMED:** To view the meeting with no interaction:  
<https://jamestownri.gov/how-do-i/watch-live-streamed-town-meetings>

*The public is welcome to participate in this Town Council meeting. Open Forum offers citizens the opportunity to clarify an item on the agenda, address items not on the agenda, or comment on a communication or Consent Agenda item. Citizens are welcome to speak to the subject of a Public Hearing and are allowed to speak at the discretion of the Council President or a majority of Councilors present, or at other times during the meeting, in particular during New or Unfinished Business.*

*Anyone wishing to speak should use the microphone at the front of the room, stating their name and address for the record; comments must be addressed to the Council, not the audience. The Town Council hopes that citizens and Councilors alike will be respectful of each other's right to speak, tolerant of different points of view, and mindful of everyone's time.*

*Attachments for items on this meeting agenda are available to the public on the Town website at:*  
<https://jamestownri.gov/town-government/town-council/town-council-meetings-minutes/2024meetings-minutes>

**I. TOWN COUNCIL INTERVIEW SCHEDULE: The Jamestown Town Council will meet to conduct interviews of applicants for the committee vacancies as follows:**

TIME	NAME	COMMITTEE
6:15	Joyce Hooley Bartlett	250 <sup>th</sup> Commission

**II. ROLL CALL**

**III. CALL TO ORDER, PLEDGE OF ALLEGIANCE**

**IV. OPEN FORUM**

**Comments are not limited to items on this agenda. However, items not on this agenda will only be heard and not acted upon by the Town Council. Note: Section 42-46-6 of the Open Meetings Act and Department of the Attorney General Advisory Opinions relevant to this item on any public body meeting agenda specifically prohibit the Town Council from discussing, considering, or acting on any topic, statement, or question presented. The Town Council may, if warranted, refer such matters to an appropriate committee, to another body or official, or post the matter for consideration at a properly-noticed, future meeting.**

- A) Scheduled request to address: None at this time.
- B) Non-scheduled request to address.

**V. PUBLIC HEARINGS, LICENSES, AND PERMITS**

*The Town Council will review each license application and vote on it individually. All approvals for licenses and permits are subject to the resolution of debts, taxes, and appropriate signatures as well as, when applicable, proof of insurance.*

- A) Public Hearings: Review, Discussion, and/or Action and/or Vote: Notice is hereby given that the Town Council of the Town of Jamestown will conduct a public hearing on September 3, 2024, at 6:30 P.M. at Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, to obtain citizens' views of the proposed Community Development Block Grant application for improved housing opportunities for low and moderate-income families and individuals. Duly advertised in the *August 15<sup>th</sup> edition of the Jamestown Press*. Written comments will also be accepted by mail to P.O. Box 377, Jamestown, RI 02835 prior to the hearing.
  - 1) Memorandum from Town Planner Lisa Bryer to the Town Council regarding the Program Year 2023 Community Development Block Grant Program

**VI. ACKNOWLEDGEMENTS, ANNOUNCEMENTS PRESENTATIONS, RESOLUTIONS, AND PROCLAMATIONS**

- A) Review, Discussion, and/or Action and/or Vote: Resolution 2024-19: PY 2023 Community Development Block Grant Town Council Authorizing Resolution

**VII. COUNCIL, ADMINISTRATOR, SOLICITOR, COMMISSION/COMMITTEE COMMENTS & REPORTS**

*Please Note the Following Items are Status Reports and Matters of Interest to the Council and are for Informational Purposes unless Indicated Otherwise:*

- A) Town Administrator's Report: Edward A. Mello
  - 1) Conanicut Island Sailing Foundation (CISF) Lease Amendment. (Consent).
  - 2) Road Paving update.
  - 3) Short-Term Rentals compliance and non-compliance update.
  - 4) Business License renewals on the OpenGov portal.

**VIII. UNFINISHED BUSINESS**

- A) Review, Discussion, and/or Action and/or Vote: Approval of the request(s) to the Town Council to grant an extension for a Temporary Trailer Permit as provided by the Town of Jamestown Code of Ordinances Section 34-42:
  - 1) Request from Bennett and Debra Cinquegrana, for temporary trailer permit extension from August 19, 2024, to November 15, 2024, and copy of correspondence received.
- B) Review, Discussion, and/or Action and/or Vote: Jamestown Bike Path Committee recommendations, and/or adoption of the proposed Jamestown Bicycle and Pedestrian Master Plan (BPMP).

- C) Review, Discussion, and/or Action and/or Vote: Approval to extend the term(s) of the Jamestown Elections Training and Advisory Ad hoc Committee by six months, until March 8, 2025.

## **IX. NEW BUSINESS**

- A) Review, Discussion, and/or Action and/or Vote: At the request of Parks and Recreation Director DeFalco approval of the proposed Fort Getty Off-Season Dry Boat Storage:
- 1) Memorandum from Parks and Recreation Director DeFalco regarding Fort Getty Off-Season Dry Boat Storage Proposal.
- B) Review, Discussion, and/or Action and/or Vote: At the request of Parks and Recreation Director DeFalco approval to move forward with the Fireplace at the Fort Getty Rembijas Pavilion:
- 1) Memorandum from Parks and Recreation Director DeFalco regarding the installation of a fireplace at the west end of the Fort Getty Rembijas Pavilion.

## **X. ORDINANCES, APPOINTMENTS, VACANCIES, AND EXPIRING TERMS**

- A) Appointments, Vacancies, and Expiring Terms; Review, Discussion, and/or Action and/or Vote:
- 1) Jamestown 250<sup>th</sup> Commission, Five to Seven (5-7) member vacancy, for a term ending December 1, 2027, duly advertised in the February 15<sup>th</sup> and 22<sup>nd</sup> editions of the Jamestown Press:
    - a) Interested Applicant(s)
      - i) Joyce Hooley Bartlett
        - Application received June 12, 2024.
        - Interview scheduled for September 3, 2024.

## **XI. CONSENT AGENDA**

*An item on the Consent Agenda need not be removed for simple clarification or correction of typographical errors. Approval of the Consent Agenda shall be equivalent to the approval of each item as if it had been acted upon separately for review, discussion, and/or potential action and/or vote. A Consent Agenda item or items may be removed by the Town Council for review, discussion, and/or potential action and or vote.*

- A) Adoption of Town Council Meeting Minutes
- 1) August 19, 2024 (Regular Meeting)
- B) Minutes of Boards/Commissions/Committees
- 1) Planning Commission (July 17, 2024)
  - 2) Planning Commission (August 7, 2024)
  - 3) Zoning Board of Review (July 23, 2024)
- C) At the recommendation of Town Administrator Mello approval of the amended Lease Agreement between the Town of Jamestown and Conanicut Island Sailing Foundation (CISF) upon final review of the amended lease agreement by the Solicitor Peter Ruggiero.

- D) At the recommendation of Parks and Recreation Director DeFalco authorization to award the Recreation Software to the highest and only bidder Xplor Recreation for an amount not to exceed \$12,000 per year, upon final review of the contract by the Solicitor Peter Ruggiero.
- E) At the request of Town Planner Lisa Bryer and the Jamestown Planning Commission, approval of the request to the Town Council to extend the Multi-Family Moratorium for an additional 6 months, to expire on March 18, 2025.
- F) Ratification of the Administratively approved Short-Term Rental application for the period of August 19, 2024, through December 31, 2024:
- 1) STR-130, Christina Ardente, 76 Battery Lane
- G) Ratification of the Administratively approved One-Day Vendor/Peddler/MFE License Application: Mumsy's Ice Cream Delights, sub-applicant to Sunflower Festival (ODVP-24-7), August 24, 2024, Jamestown School/Lawn Avenue.
- H) One-Day Event/Entertainment License Applications: All One-Day Event/Entertainment license application approvals are subject to any COVID-19 protocols in effect at the time of the event:
- 1) Applicant: Jamestown Recreation Department  
Event: Fright Night IV (ENT-24-22)  
Date: October 18, 2024 (rain date October 20<sup>th</sup>)  
Location: Fort Getty Park
  - 2) Applicant: Jamestown Arts Center (JAC)  
Event: MATERIAl MATTERS(ENT-24-23)  
Date: September 20, 2024  
Location: JAC, 18 Valley Street

## **XII. COMMUNICATIONS, PETITIONS, AND PROCLAMATIONS AND RESOLUTIONS FROM OTHER RHODE ISLAND CITIES AND TOWNS**

*The Council may acknowledge any of the listed Communications and Proclamations and Resolutions. Should any member wish to have a conversation on any of the matters, the item will be placed on a future agenda for review, discussion, and/or potential action and/or vote.*

- A) Communications Received:
- 1) Copy of article to: Town Council  
From: Marian Falla  
Dated: August 15, 2024  
Re: Taxes Forcing Out Middletown Families
  - 2) Copy of notice to: Town Council  
From: Coastal Resource Management Council  
Dated: August 23, 2024  
Re: Meeting Notice
- B) Proclamations and Resolutions from other Rhode Island Cities and Towns
- 1) Resolution of the Town of Charlestown in Support of Funding for Emergency Temporary Repair of the Charlestown Breachway West Wall.

### **XIII. EXECUTIVE SESSION**

***The Town Council may seek to enter into Executive Session and/or Open Session for review, discussion, and/or potential action and/or vote on the following:***

- A) The Town Council may convene into Executive Session to discuss, take possible action, and/or vote pursuant to the relevant requirements of R.I.G.L. § 42-46-5(a) Subsection (1) Personnel (job performance, character, or physical or mental health of Town Administrator Edward Mello; Performance Review; provided that such person affected shall have been notified in advance in writing and advised that he may require that the discussion be held at an open meeting). Discussion and/or Potential action, announcement, and/or vote(s) from Executive Session and/or Open Session concerning Town Administrator Performance Review; with terms and conditions of employment to be discussed and voted upon by the Town Council at the meeting.

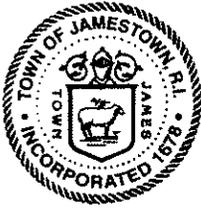
### **XIV. ADJOURNMENT**

***Pursuant to RIGL § 42-46-6(c) Notice of this meeting shall be posted on the Secretary of State's website and at the Town Hall and the Jamestown Philomenian Library. Notice is also posted at the Jamestown Police Station and on the Internet at [www.jamestownri.gov](http://www.jamestownri.gov).***

ALL NOTE: If communications assistance is needed or other accommodations to ensure equal participation, please call 1-800-745-5555, or contact the Town Clerk at 401-423-9800, via facsimile to 401-423-7230, or email to rfagan@jamestownri.net not less than three (3) business days prior to the meeting.

*Posted on the RI Secretary of State website on August 29, 2024.*





## Office of the Town Planner

### MEMORANDUM

**TO:** The Honorable Town Council, Nancy Beye, President  
Edward A. Mello, Town Administrator

**FROM:** Lisa W. Bryer, AICP, Town Planner

**RE:** Program Year 2023 Community Development Block  
Grant Program – Town Council Authorizing Resolution

**DATE:** August 27, 2024

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The second public hearing is scheduled for the September 3, 2024 Town Council meeting. This hearing will serve to accept public comment on the PY23 CDBG proposed projects. It is required that the Town Council, as the applicant, approve the priority list of funding requests as noted below. As such, I am requesting your review of the above priority list and approval of the attached resolution.

The town The Town of Jamestown has participated yearly, as a “non-entitlement” community for competitive state funds from the Community Development Block Grant (CDBG) Program since 1987. The Program’s primary objective is the development of viable communities by providing decent housing, a suitable living environment and expanding economic opportunity; principally for persons of low and moderate income. The Town of Jamestown intends to apply this year for funding under this program for the following housing activities:

1. Improved housing opportunities for low and moderate-income families and individuals:
  - a. Funding for Jamestown Housing Authority to renovate bathrooms at the Pemberton Apartment complex  
Amount: \$500,000
  - b. Funding to support creation of one permanently affordable single-family homeownership opportunity on a lot to be subdivided and placed in Jamestown/CCHC Housing Land Trust  
Amount: \$375,000
  - c. Funding to support creation of one permanently affordable single-family homeownership opportunity through Jamestown/CCHC Housing Land Trust  
Amount: \$250,000

The first of two required local public hearings was held Monday July 29 and the second is scheduled for the September 3 Town Council Meeting at 6:30pm for the PY2023 CDBG Program funding requests. This year we will be requesting \$1,125,000 from the State for the competitive grant cycle.

Memo to Town Council, PY23 CDBG  
 August 27, 2024  
 Page 2 of 5

The Affordable Housing Committee has reviewed the requests at a meeting on August 21, 2024 and have recommended the prioritization of the applications as listed above. The Planning Commission will be reviewing the application projects for consistency with the Comprehensive Plan on September 4, 2024.

The Town will be submitting three separate applications for funding as listed. The project descriptions are as follows:

- a. Funding for Jamestown Housing Authority to renovate bathrooms at the Pemberton Apartment complex  
 Amount: \$500,000

This project will take place at Pemberton Apartments; A public housing complex of 35 units within 4 main buildings for senior and non-elderly disabled. This requested funding would provide for replacing bathroom fixtures as well as installing new safety measures for the elderly/disabled populations that resides in the building. 2019 CDBG funding in the amount of \$219,000 has been utilized to renovate 9 bathrooms to date. The requested funding will renovate approximately 16 additional bathrooms.

- b. Funding to support creation of one permanently affordable single-family homeownership opportunity on a lot to be subdivided and placed in Jamestown/CCHC Housing Land Trust  
 Amount: \$375,000

This project involves subdividing a lot and creating a slightly undersized lot with an existing house, pursuant to Zoning Ordinance provision 82-1105, for the purpose of low- and moderate-income housing. This project involves purchasing the smaller subdivided lot associated with a single-family home and re-selling it to an income qualified party. The land and home will remain "affordable" in perpetuity through the CCHC land trust for preservation of affordable lots/homes. The grant proceeds will be used for the purchase of the land and home at assessed value or at an agreed upon price. The Town will be responsible for property survey, subdivision of lots, home inspection, title work, and, purchase of affordable house and lot for resale to income qualified party. It is anticipated that the Town will contribute \$150,000 from the Jamestown Affordable Housing Trust Fund towards this project.

- c. Funding to support creation of one permanently affordable single-family homeownership opportunity through Jamestown/CCHC Housing Land Trust  
 Amount: \$250,000

This project involves purchasing the land associated with a single-family home while allowing the resident, being income qualified for affordable housing, to remain in their home. The land and home will remain "affordable" in perpetuity through the CCHC land trust for preservation of affordable lots/homes. The grant proceeds will be used for the purchase of the land at assessed value or at an agreed upon price. It is anticipated that the Town will contribute \$150,000 from the Jamestown Affordable Housing Trust Fund towards this project.

Memo to Town Council, PY23 CDBG  
August 27, 2024  
Page 3 of 5

Please approve the attached resolution suggested by the State which will appear in the application to the State of Rhode Island.

Enclosure: 1) Second Hearing Advertisement for PY 2023 CDBG Application  
2) Town Council Resolution for PY 2023 CDBG request

C: Roberta Fagan, Town Clerk  
Christina Collins, Finance Director  
Jamestown Affordable Housing Committee

Memo to Town Council, PY23 CDBG  
August 27, 2024  
Page 4 of 5

**PUBLIC HEARING  
TOWN OF JAMESTOWN  
PY 2023 COMMUNITY DEVELOPMENT BLOCK GRANT**

The Town of Jamestown is preparing a Community Development Block Grant application to undertake the following activities:

Improved housing opportunities for low and moderate-income families and individuals:

- a. Funding to support creation of one permanently affordable single-family homeownership opportunity through Jamestown/CCHC Housing Land Trust  
Amount: \$250,000
- b. Funding to support creation of one permanently affordable single-family homeownership opportunity on a lot to be subdivided and placed in Jamestown/CCHC Housing Land Trust  
Amount: \$375,000
- c. Funding for Jamestown Housing Authority to renovate bathrooms at the Pemberton Apartment complex  
Amount: \$500,000

Notice is hereby given that the Town Council of the Town of Jamestown will conduct a public hearing on September 3, 2024 at 6:30 P.M. at Jamestown Town Hall, 93 Narragansett Avenue, Jamestown for the purpose of obtaining citizens' views of the proposed activities. Written comments will also be accepted by mail to P.O. Box 377, Jamestown, RI 02835 prior to the hearing.

The application will be available for public review on August 30, 2024 at [www.jamestownri.gov/planning](http://www.jamestownri.gov/planning) and comments and questions can be addressed to Lisa Bryer, Town Planner at [lbryer@jamestownri.net](mailto:lbryer@jamestownri.net) prior to submission to the State after the public hearings. Citizens with handicaps needing sign language or other assistance should call TDD number 1-(800)745-5555 for an interpreter seventy-two (72) hours in advance.

Memo to Town Council, PY23 CDBG  
August 27, 2024  
Page 5 of 5

**RESOLUTION**

This is certified as a true copy of a resolution adopted by the Council of the Town of Jamestown at a meeting held on September 3, 2024.

WHEREAS, funds are available under the Rhode Island Community Development Block Grant Program, administered by the Rhode Island Department of Housing; and,

WHEREAS, the Governor of the State of Rhode Island has authorized the Director of said Department/Office to disburse such funds; and,

WHEREAS, it is in the interest of the citizens of the Town of Jamestown that application be made to undertake a local Community Development Block Grant Program.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN: That the filing of this application for the amount of \$1,125,000 to implement the activities proposed herein hereby authorized and that Edward A. Mello, Town Administrator (Chief Executive Officer) is hereby authorized and directed to file this application with the Rhode Island Department of Housing, to provide any additional information or documents required by said office, to make any assurances required in connection with this program, to execute an agreement with the State of Rhode Island and to otherwise act as the Representative of the Town of Jamestown in all matters relating to this application and any award which may be based upon this application.

**To: Jamestown Press**

**Please run the following as a DISPLAY advertisement in the August 15, 2024 edition and charge to the CDBG Program, Planning Office, Town of Jamestown. For more information call Lisa Bryer, Town Planner or Carrie Kolb, Administrative Assistant at 423-7210**

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**PUBLIC HEARING  
TOWN OF JAMESTOWN  
2023 COMMUNITY DEVELOPMENT BLOCK GRANT**

The Town of Jamestown is preparing a Community Development Block Grant application to undertake the following activities:

1. Improved housing opportunities for low and moderate-income families and individuals:
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**Town of Jamestown  
Resolution of the Town Council**

No. 2024-19

**PY 2023 COMMUNITY DEVELOPMENT BLOCK GRANT  
TOWN COUNCIL AUTHORIZING RESOLUTION**

**WHEREAS,** funds are available under the Rhode Island Community Development Block Grant Program, administered by the Rhode Island Department of Housing; and

**WHEREAS,** the Governor of the State of Rhode Island has authorized the Director of said Department/Office to disburse such funds; and

**WHEREAS,** it is in the interest of the citizens of the Town of Jamestown that application be made to undertake a local Community Development Block Grant Program.

**NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN:** That the filing of this application for the amount of \$1,125,000 to implement the activities proposed herein hereby authorized and that Edward A. Mello, Town Administrator (Chief Executive Officer) is hereby authorized and directed to file this application with the Rhode Island Department of Housing, to provide any additional information or documents required by said office, to make any assurances required in connection with this program, to execute an agreement with the State of Rhode Island and to otherwise act as the Representative of the Town of Jamestown in all matters relating to this application and any award which may be based upon this application..

This resolution shall take effect immediately upon passage.

By Order of the Jamestown Town Council,

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Nancy A. Beye, President

IN WITNESS WHEREOF, I hereby attach my hand and the  
Official seal of the Town of Jamestown this 3rd day of September, 2024.

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Roberta J. Fagan, Town Clerk



**Town of Jamestown**  
Town Administrator  
93 Narragansett Avenue  
Jamestown, Rhode Island 02835-1199  
401-423-9805



Edward A. Mello  
Town Administrator

**MEMORANDUM TO: Honorable Town Council**  
**FROM: Town Administrator, Edward A. Mello**  
**DATE: August 27, 2024**  
**SUBJECT: Report for Town Council Meeting September 3, 2024**

**CISF Lease Amendment-** During the review of proposed building to be located at Ft. Getty, it was found that the proposed and required rain garden would be situated in what is known as Area B. According to the current lease, Area B is a shared flex space. The proposed rain garden does not appear to impact any use by the public or Town. I am seeking approval for the amendment to the lease which memorializes this plan. (consent agenda)

**Road Paving Update-** The public works department is preparing to begin road paving in the coming months. They are performing a number of drainage repair and water line projects in advance of paving. The paving contractor is scheduling out projects in many communities throughout Rhode Island. DPW is also performing repair and replacement of sidewalks along a portion of North Road.

**Short Term Rentals-** The staff has identified approximately eighteen (18) properties which we believe are currently operating in violation of their license as short-term rentals. A notice of violation has been issued by the building official to each.

**Business Licenses-**The Town Clerks office will be transitioning all business license renewals to the Open Gov Portal. Renewals of all licenses must be submitted through the portal. Roberta hosted two information sessions offered to the businesses to provide guidance on the process.

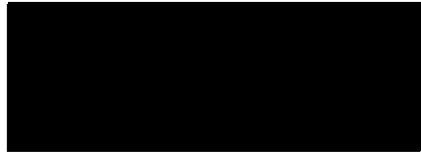
TOTAL NUMBER OF REGISTERED STRS	114
TOTAL NUMBER OF UNREGISTERED STRS (PENDING & UNLICENSED)	33
TOTAL NUMBER OF BEDROOMS	404
MAX OCCUPANCY	808
NUMBER ON SEPTIC	52
NUMBER OF WELLS	41
NUMBER IN THE HIGHWATER DISTRICT	27
NUMBER ON TOWN WATER	100
NUMBER ON TOWN SEWER	89
NUMBER OF COMPLAINTS	--



# Town of Jamestown

Town Clerk's Office  
Town Hall, 93 Narragansett Avenue  
Jamestown, Rhode Island 02835-1199  
401-423-9800 • Fax 423-7230  
email: rfagan@jamestownri.net

Roberta J. Fagan  
Town Clerk  
Probate Clerk



August 22, 2024

Dear Property Owner(s),

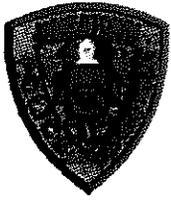
You are receiving this notice as an abutting property owner(s) of 50 Prospect Avenue, Jamestown, RI 02835. This office has received an application for an extension of a temporary permit to park and use a trailer/mobile home on the property located at 50 Prospect Avenue as provided in the Town of Jamestown Code of Ordinances. Sec. 34-42. The dates for the extension requested are September 3, 2024 – November 15, 2024.

The request for extension will be considered by the Town Council on September 3, 2024, in the Town Council Chambers/Rosamond A. Tefft Council Chambers, 93 Narragansett Avenue, Jamestown, at which time and place all those who wish to be heard may speak for or against the granting of this temporary permit.

Please contact this office at (401)-423-9800 if you have any questions. Thank you.

Attest:

Roberta Fagan, Town Clerk



James P. Campbell  
Chief of Police

## JAMESTOWN POLICE DEPARTMENT

250 Conanicut Avenue, Jamestown, RI 02835  
Tel: (401) 423-1212 Fax: (401) 423-3710  
[www.jamestownri.gov/police](http://www.jamestownri.gov/police)



June 21, 2024

Mr. Bennett J and Mrs. Debra G. Cinquegrana  
50 Prospect Avenue  
Jamestown, RI 02835

Dear Mr. and Mrs. Cinquegrana,

You have been granted a temporary permit to park and use a trailer/mobile home on your property at 50 Prospect Avenue as provided in the Town of Jamestown Code of Ordinances, Sec. 34-42. The vehicle may not be parked on any part of the public roadway.

**This permit is valid from this date until August 19, 2024.**

If you require more time, you will need to submit a formal request to the Town Clerk, Roberta Fagan, before 12 p.m. on August 14, 2024, in order for your request to be heard at the August 19, 2024, Town Council Meeting.

Additionally, please be advised that according to Sec. 34-43, this permit will be revoked upon written objection of any owner of adjoining property to your property.

Respectfully,

A handwritten signature in black ink, appearing to read "James P. Campbell".

James P. Campbell  
Chief of Police

**Mr. Bennett and Debra Cinquegrana**  
**50 Prospect Ave**  
**Jamestown RI 02835**



August 7, 2024

Roberta Fagan, Town Clerk  
83 Narragansett Ave  
Jamestown, RI 02835

Dear Roberta:

I'm writing regarding our permit dated June 21, 2024, which will expire on August 19, 2024 allowing us to live in our motorhome on our property. Our home is moving along with the main house almost completely framed and the garage partially framed. We are asking the Town Council for an extension to our permit that was issued by Chief James Campbell, hoping to remain on site during the construction.

*thru NOV 19, 2024*

Thank you for your consideration in this matter.

Respectfully Yours,

A handwritten signature in cursive script that reads "Bennett Cinquegrana".

Bennett Cinquegrana

**Chief James Campbell  
250 Conanicus Ave  
Jamestown RI 02835**

**Dear Chief Campbell:**

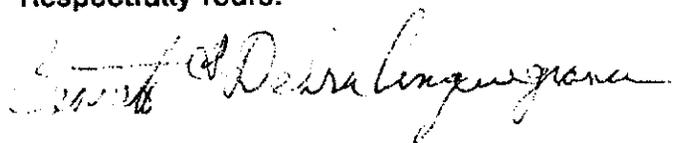
I'm writing to you asking for a permit allowing me and my wife to live in our motorhome while constructing our home. Our new home is located at 50 Prospect Ave here in Jamestown. We purchased an older home which was not repairable. I would like to start June 19, 2024 and my understanding is that it would be good until the second meeting in July of the Town council were I would need to address extending the permit till the home is completed.

Also, by staying on the property, I hope I would detour theft and vandalism as I have experienced this past week.

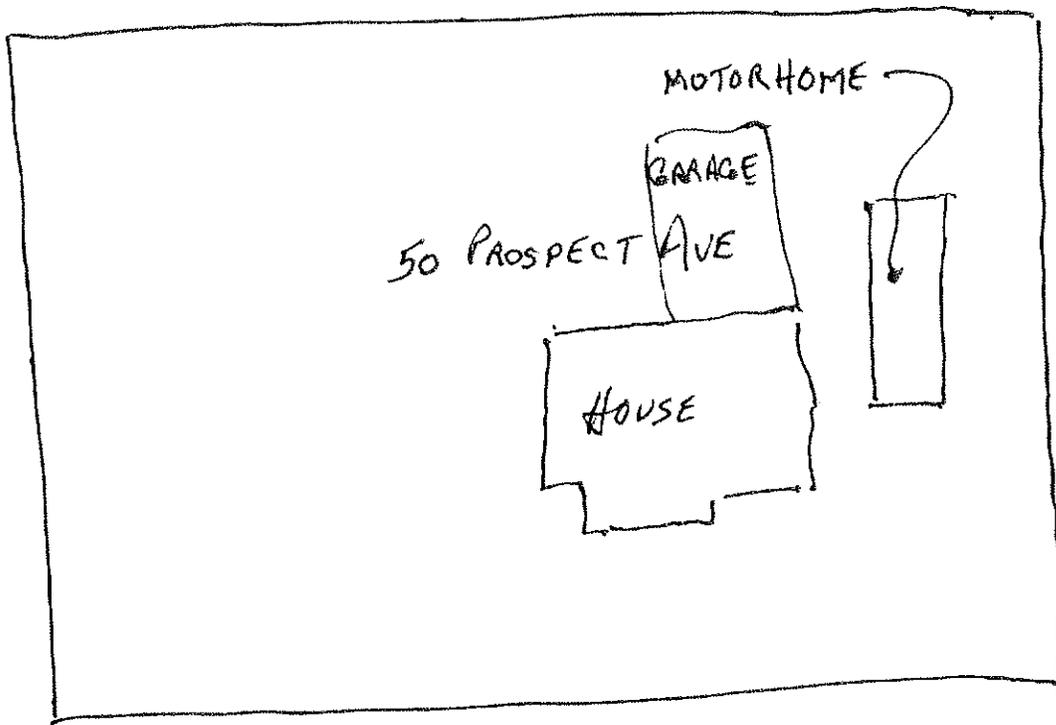
I have attached a plan with the location of the motorhome which is equipped with all safety devices. We have our well certified by Water Works Here in town. We have a service that empties the holding tank twice a month or at our request.

I appreciate your help in this matter.

**Respectfully Yours:**



**Bennett & Debra Cinquegrana**



NORTH MAIN ROAD

BEHETT CINQUEGRANA

**Sec. 34-42. - Temporary permit.**

The police department is authorized and directed to issue temporary trailer parking permits. Such temporary permits shall be revoked immediately if objections are made as provided in section 34-43. Temporary police department trailer permits, if not sooner revoked, shall remain in effect until the second meeting of the town council subsequent to the date of the temporary permit.

(Code 1982, § 11-12; Code 2003, § 34-42)

**Sec. 34-43. - Objection by adjacent owner.**

No such permit shall be granted by the town council if there is written objection of any owner of adjoining property to the lot or parcel of land upon which it is proposed to park the trailer.

(Code 1982, § 11-9; Code 2003, § 34-43)

**Sec. 34-44. - Application; fee.**

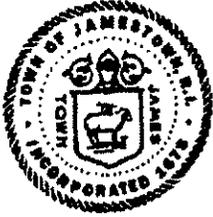
Every applicant for a permit to park a trailer as provided in this division shall file in the office of the town clerk an application to the town council for such proposed parking place, the name of the owner or proprietor, the toilet and sanitary facilities and equipment in such parking place, and deposit with the town clerk a fee as provided in appendix C for such permit.

(Code 1982, § 11-10; Code 2003, § 34-44)

**Sec. 34-45. - Approval by health authority.**

No person shall be granted any such permit unless and until the health authority shall have filed with the town council written approval of the application for a permit.

(Code 1982, § 11-11; Code 2003, § 34-45)



# Office of Code Enforcement

Zoning  
Building Codes

Minimum Housing  
Property Maintenance

93 Narragansett Avenue  
Jamestown, Rhode Island 02835-1199

401-423-9803  
email:  
[Jkaufman@jamestownri.net](mailto:Jkaufman@jamestownri.net)

### Notice of Violation

Delivered in Hand:

June 14, 2024

To: Bennett L. and Debra G. Cinquegrana



From: Jamestown Building and Zoning Department  
93 Narragansett Avenue  
Jamestown, RI. 02835-1199

Subject Property: 50 Prospect Avenue  
Assessor's parcel ID: 1-63  
Jamestown, RI. 028735

Mr. and Mrs. Cinquegrana,

It has come to the attention of this office and multiple phone and email correspondence between the Building Official and yourself that you have been residing in a RV (recreational vehicle) located on the above referenced property. This is not an allowable use according to our Town By-laws and must cease immediately upon receipt of this letter. Please note that the local police will be made aware of the situation and will be monitoring.

In accordance with the Town of Jamestown Zoning Ordinance: **Article 7. Misc. Structure and Site Regulations, Sect. 82-706. Parking or storage of commercial and major recreational equipment.**

*2) No major recreational equipment, while parked or stored, shall be used for living, sleeping, or housekeeping purposes. Permit. No person shall place a container on private property without first obtaining a permit from the building official.*

Failure to comply with this order may result in the assessment of penalties and fines on behalf of the Town of Jamestown. In addition to any action the police may take.

You have the right to appeal this decision with the town of Jamestown Zoning Board of Review in accordance with **Article 2, Section A, Subsection 1)** of the afore mentioned ordinance. Should you have any questions regarding this notice, please do not hesitate to contact the Building Department at; (401)-423-7221 or email me at [jkaufman@jamestownri.net](mailto:jkaufman@jamestownri.net).

Respectfully,

Joseph Kaufman, CBO, Jamestown Zoning Enforcement Officer

CC: Jamestown Town Building Official, Peter Medeiros  
Jamestown Administrator, Edward Mello  
Jamestown Chief of Police, James P. Cambell  
Jamestown Solicitor, Wyatt Brochu, Esq.





Office of the Town Planner  
**MEMORANDUM**

**TO:** The Honorable Town Council, Nancy Beye, President  
Edward A. Mello, Town Administrator  
**FROM:** Lisa W. Bryer, AICP, Town Planner  
**RE:** Jamestown Bike Path Committee – Jamestown Bicycle and  
Pedestrian Master Plan (BPMP) – Presentation and Adoption  
**DATE:** August 9, 2024

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The Bike Path Committee has met 17 times since December 2022, including one workshop to publicly review the draft Master Plan. The Committee's charge, assigned by the Town Council is complete with this transmittal of the plan. The Committee has worked with BETA Group since December 2023 to prepare the 2024 Jamestown Bicycle and Pedestrian Master Plan which is included with this Memorandum. It was helpful to also have the input of Town Council Liaison Erik Brine in this process. Subsequent to the Public Workshop and additions/revisions, this Plan was approved by the Bike Master Plan Committee on July 30, 2024.

It is important to note that this plan, although grounded in reality with much research and data, is also aspirational. As the Town takes the next steps in prioritizing the paths and projects and seeking funding, there will be a deliberate process for each project including path design, property coordination, permitting, public engagement and the like.

BETA Group will be in attendance on August 19 to present the plan and answer questions. It was very exciting and an honor to work with such a dedicated team of Committee members and consultants.

Attachment: Bicycle and Pedestrian Master Plan

C: Jamestown Bike Path Committee  
Roberta Fagan, Town Clerk



Nancy A. Beye  
Mary E. Meagher  
Erik G. Brine  
Michael G. White  
Randall White

RE: Jamestown Elections Training and Advisory Committee

Dear members of the Jamestown Town Council,

We, the undersigned members of the Ad hoc Jamestown Election Training and Advisory Committee, respectfully request that you grant this committee permanent status as a standing committee of the Town of Jamestown.

Our original charge was "to develop an action plan advising on election-related policies, procedures and training programs to guarantee the integrity of the electoral process." We were specifically tasked with an advisory role to town and state authorities to offer guidance on best practices and improvements to the electoral process; to recommend training programs as necessary; and to propose enhancements to the information available to all stakeholders, including voters, candidates, election officials, and supervisory governmental agencies. We have delivered that action plan to the Town of Jamestown in the form of a report that identifies election-related issues and that recommends solutions. We will also present a second report to state entities, including the Board of Elections, the Secretary of State's Office and the Working Group of the Boards of Canvassers.

Though we have addressed all aspects of our charge, we wish to continue our work for several reasons. First and foremost, the electoral landscape is continually evolving, as are the media and technology platforms that both a) inform and educate voters, candidates, and officials and b) enable and support the actual process of exercising the right to vote. We would like to be able to address future issues that arise within the purview of our charge and determine how best to address them. In addition, we would like to be able to monitor the impact of our reports to the Town of Jamestown and to state entities and to follow up on the implementation of the actions recommended in our reports. Finally, we would like to expand our charge to enable us to seek funding for some of our proposed action items.

Our committee, though small, brings a broad perspective to the charge, much of it based on our own experiences as voters, poll workers, campaign officials, and members of boards of canvassers. All of us are eager to continue to do this important work. We are unwavering in our commitment to maintaining the integrity of the electoral process in our town and in our state. We believe that the importance of this work mandates the permanence of the Jamestown Elections Training and Advisory Committee, whether or not we continue to serve.

Respectfully submitted,

Laura Goldstein  
Linda Jamison  
Daphne Meredith  
Marlene Murphy  
Kenneth Newman

Nancy Beye, ex officio



# Memo

**To:** Town Council

**From:** Ray DeFalco; Parks and Recreation Director

**cc:** Ed Mello; Town Administrator

**Date:** 8/16/2024

**Re:** Fort Getty Off Season Dry Boat Storage Proposal

---

I would like to propose the implementation of dry boat storage at Fort Getty Park. This proposal outlines the rules and regulations for offering 20 dry boat storage sites, exclusively for Jamestown residents. The availability of these sites will help meet the demand for boat storage within the community, generate revenue for the town, and maximize the use of Fort Getty Park during the off-season.

## **Proposed Dry Storage Rules:**

**Availability:** Storage will be offered from November 1st to May 1st annually, allowing residents to store their boats during the off-season. We could accommodate boats up to 30 ft.

**Rental Fee:** The cost for the entire storage period will be \$750.00. (See attachment A – Local Price Comparison Chart)

**Storage Requirements:** All boats must be winterized and shrink-wrapped before being stored at the site. Boats must remain wrapped while on site. No maintenance, painting or mechanical work allowed. No sleeping on vessels allowed.

**Liability Waiver:** A comprehensive liability waiver will be required and attached to the application.

The rental fee could generate up to \$15,000, while providing a valuable service for Jamestown residents.

<b>Name / Location</b>	<b>Price</b>	<b>Season Dates</b>	<b>Amenities</b>
Fort Getty Proposed	\$750.00 30ft Boat = \$25/ft	Nov 1 <sup>st</sup> – May 1 <sup>st</sup>	Self-Use Facility
Fairwinds Marina, Warwick	\$23/ft	Nov 1 <sup>st</sup> - May 1 <sup>st</sup>	Self-Use Facility
Pointview Marina, South Kingstown	\$80/ft	Oct 15 <sup>th</sup> – May 15 <sup>th</sup>	Secure facility, on-site mechanic
The Marina, North Kingstown	\$53.15-\$64.40 /ft (dependent on Size)	Oct 15 <sup>th</sup> – May 15 <sup>th</sup>	Includes, Haul, blocking, and launch for following Spring.
Sail Newport, Newport	\$4.15 sq/ft	Oct 15 <sup>th</sup> – May 1 <sup>st</sup>	Self-use facility
Jamestown Boat Yard, Jamestown	\$56.00/ft	Year-Round Availability	Full Service Available
Safe Harbor, Newport	\$105.00/ft	Nov 15 <sup>th</sup> - April 15 <sup>th</sup>	Café - serving breakfast & lunch daily  Ship Store & Chandlery  Marina Vehicles  Golf Carts & Dock Carts  Shipping & Receiving  Project Management Services  Complimentary: Rubbish Removal, Recycling, Water  Complimentary WiFi  24 Hour Security  Crew Parties & Events  Fitness Center

Attachment A – Local Price Comparison Chart

# Memo

**To:** Town Council

**From:** Ray DeFalco; Parks and Recreation Director

**cc:** Ed Mello; Town Administrator

**Date:** 8/27/2024

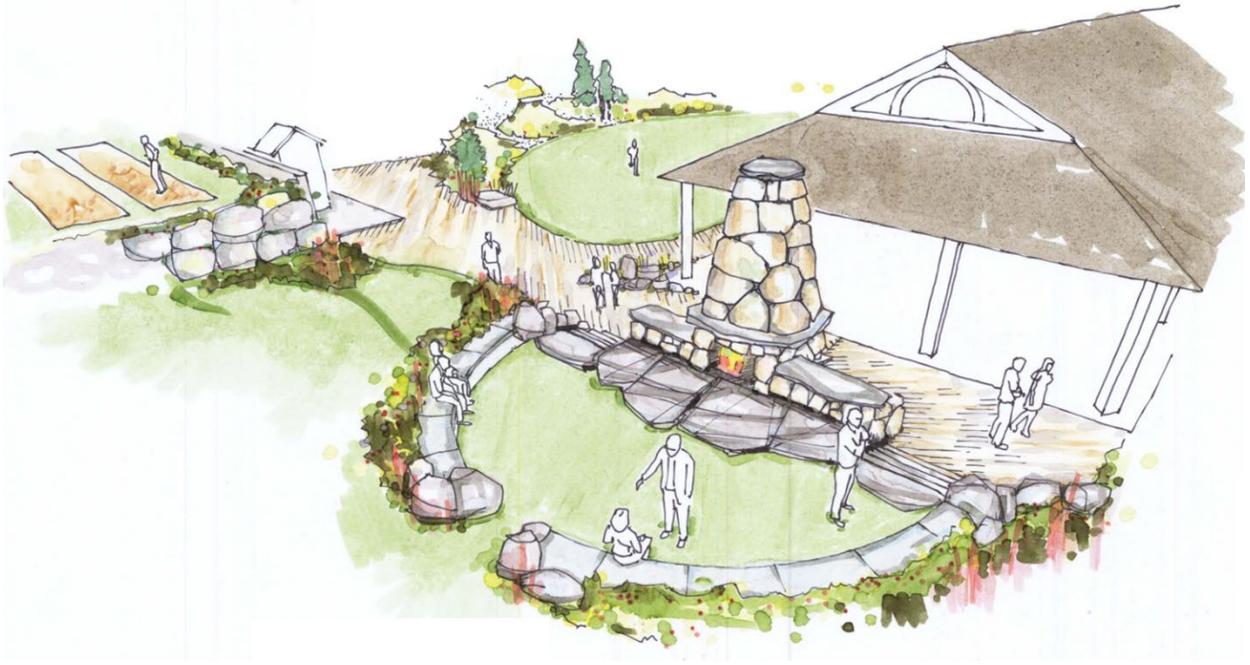
**Re:** Proposal to Move Forward with Fireplace at the Pavilion

---

I am writing to propose revisiting the installation of a fireplace at the rear of the Rembijas Pavilion. This addition has the potential to enhance the atmosphere for community events, gatherings, and private rentals.

The fireplace would provide both functional benefits, such as warmth during cooler months, and aesthetic improvements, adding a cozy ambiance that would increase the versatility of the space.

Attached are the concept drawings from the original 2011 pavilion reconstruction designs by BETA, which can serve as a starting point for this project. I suggest we begin the planning process by obtaining cost estimates, and exploring design options. More details on the fireplace policies and usage would be established as we develop the plan.



**TOWN COUNCIL MEETING MINUTES**  
**Monday, August 19, 2024**  
**6:30 P.M.**

**I. ROLL CALL**

A regular meeting of the Jamestown Town Council was held on August 19, 2024. Town Council Members present were as follows: Nancy A. Beye, Mary Meagher, Michael G. White, and Erik Brine. Randy White was absent.

Also, in attendance: Town Administrator Edward A. Mello, Solicitor Peter Ruggiero, Finance Director Christina Collins, Chief Jamie Campbell, Public Works Director Michael Gray, Town Planner Lisa Bryer, Senior Services Director Molly Rose, Water and Sewer Clerk Denise Jennings and Town Clerk Roberta Fagan.

**II. CALL TO ORDER, PLEDGE OF ALLEGIANCE**

Town Council President Beye called the meeting of the Jamestown Town Council to order at 6:30 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue and led the Pledge of Allegiance.

**III. ACKNOWLEDGEMENTS, AND ANNOUNCEMENTS**

- 1) Jamestown Police Department Promotions presentation:
  - a) Ptlm. Chad Specht promoted from the rank of Patrol Officer to the rank of Sergeant.

Chief Campbell introduced and delivered a brief speech on Ptlm. Chad Specht's background and achievements.

Ptlm. Chad Specht read the oath of office and was sworn into the rank of Sergeant by President Beye.

- 2) Jamestown Police Life Saving Medal Awards presentation:

Excerpts from Jamestown Police Chief Jamie Campbell's Life Saving Medal Awards presentation:

*"Tonight, it is an honor to share a proud moment with all of you. We are here to recognize the heroic actions of Harbor Master Bart Totten, Harbor Intern Shannon Brecher, members of the Jamestown Police Department, Millie Asherov, and Annabelle Doyle for their roles in a water rescue near the Jamestown Bridge on June 18, 2024.*

*I commend all the officers, command staff members, Detective, Harbor Master, intern, administrative assistant, and members of the Jamestown Fire Department for their efforts in rescuing the victim and ensuring her safe transport to the hospital. The collaboration between multiple agencies was instrumental in the success of this rescue.*

*Officer Robert Winsor, who handled the initial call, received support from our Administrative Assistant/Harbor Clerk Joan Rich, allowing him to focus on coordinating the response. Harbor Master Bart Totten and intern Shannon Brecher, who had recently completed life-saving training, played a vital role in the on-water rescue. The officers near the bridge, Lt. Karen Catlow, Det. Jeffrey Petrarca, and Officer Chad Spetch, effectively guided the Harbor Master to the victim's*

*location. Bart's decisive action in entering the water to rescue the victim and Shannon's quick response in maneuvering the vessel were crucial in saving the victim's life.*

*I appreciate Lt. Catlow's leadership at the scene and Captain Deneault's management of onshore logistics and transport. Officer Spetch's effort in acknowledging and commending the original caller, Anabelle Doyle, played a significant role. Additionally, citizen Millie Asherov's actions in comforting a young child nearby were commendable.*

*I commend everyone involved for their professionalism and dedication during a challenging situation. Your actions reflect the highest standards of service, and I am proud to lead such a dedicated team. Thank you for your hard work and commitment to keeping our community safe.”*

- a) Harbormaster Bart Totten
- b) Harbor Division Intern Shannon Brecher

The recipients of the lifesaving medal were Harbormaster Bart Totten, accompanied by his wife Laura and their twins, Julia and Matthew. Also, being honored was Harbor division intern Shannon Brecher, who intends to join the United States Coast Guard after college. Shannon was joined by her mother, Anne Marie, her father Keith, and her sister Zoe.

- 3) Letter of Commendation(s):
  - a) Jamestown Police Captain Angela Deneault
  - b) Jamestown Police Lt. Karen Catlow
  - c) Jamestown Police Sgt. Chad Specht
  - d) Jamestown Police Detective Jeffrey Petrarca
  - c) Jamestown Police Officer Robert Winsor
  - d) Jamestown Police Administrative Assistant Joan Rich

Letters of Commendation were presented to Jamestown Police and Harbor Division members.

- 4) Citizens Appreciation Award(s):
  - a) Millie Asherov
  - b) Annabelle Doyle

Chief Campbell presented two Citizen Appreciation Awards for bravery and assistance during the life-saving event on June 18th. The awardees were Annabelle Doyle, accompanied by her boyfriend Charlie; and Millie Asherov, who was away attending George Washington University. Proud grandparents Terry and Donald accepted the award on behalf of Millie.

- 5) Retirement Plaque Presentation
  - a) Jamestown Police Sgt. Mark Esposito

Chief Campbell recognized Sergeant Mark Esposito, who retired on August 15, 2024, after 20 years of dedicated service at the rank of sergeant. It is often forgotten that when a police officer retires, the agency loses a valuable asset and 20 years of knowledge and experience in the community. Sgt. Esposito was a department pistol and rifle instructor, armorer, and civic group liaison, who worked to strengthen the community policing-based bond. The Jamestown Police Union proudly recognized and honored Sgt. Mark Esposito with a retirement plaque. He was joined by his wife Susie, daughters Ryleigh, Adisyn, and Delaney; and his parents Anthony and Maureen. A standing ovation was given to retiring Jamestown Police Sgt. Mark Esposito.

A motion was made by Vice President Meagher with a second by Councilor M. White to convene as the Town Council Sitting as the Board of Water and Sewer. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

See the Board of Water and Sewer Commissioners Meeting Minutes.

#### **IV. TOWN COUNCIL SITTING AS THE BOARD OF WATER AND SEWER COMMISSIONERS**

- A) Open Forum – Water & Sewer Matters
  - 1) Scheduled request to address – None.
  - 2) Non-scheduled request to address.
  
- B) Report of Town Officials: Review, Discussion, and/or Action and/or Vote:
  - 1) Pumping Report
  - 2) Town Project Reports
    - a) Town Wells
    - b) Water Treatment Plant
    - c) Transfer Pumping/Reservoir
    - d) Distribution System
    - e) Wastewater Treatment Facility
  
- C) Letters and Communication:
  - 1) Review, Discussion, and/or Action and/or Vote: Letter dated August 5, 2024, from Robert Rocchio, P.E. Chief Engineer, RI Department of Transportation, re: Water main extension project on East Short Road in the vicinity of 38 East Shore Road to 68 East Shore Road; and the installation of curb stops and service lines at all properties along the extended line.
  - 2) Review, Discussion, and/or Action and/or Vote: Copy of the North Kingstown/Jamestown Emergency Water Supply Agreement dated July 16, 2024.
  
- D) New Business:
  - 1) Review, Discussion, and/or Action and/or Vote: Proposed Water Budget and Rates FY 2024/2025 in the amount of \$1,669,595.00.
  - 2) Review, Discussion, and/or Action and/or Vote Proposed Sewer Budget and Rates FY 2024/2025 in the amount of \$965,666.00.
  
- E) Consent Agenda
  - 1) Adoption of Minutes:
    - a) June 17, 2024 (regular meeting)
    - b) July 15, 2024 (regular meeting)
  - 2) Finance Director's Report: Water and Sewer Comparison Budget to Actuals as of June 30, 2024.

A motion was made by Vice President Meagher with a second by Councilor M. White to adjourn from sitting as the Board of Water And Sewer Commissioners. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

## V. OPEN FORUM

- A) Scheduled request to address: None at this time.
- B) Non-scheduled request to address.

Carol Sherman, Walnut Street, addressed the Town Council and stated they have a duty to all residents, inside and outside the urban water district.

Christian Infantolino, representing clients Steve and Jamie Munger of 240 Conanicus Avenue, requested that the Town Council schedule a date for an appeal hearing regarding the Town's expansion of an existing Special Use Permit. Attorney Infantolino stated that the Town has not fulfilled the requirements of the Jamestown Zoning Board's decision on March 27, 2019, specifically regarding the necessary landscaping and screening to define the parking area, preserve the view shed, and provide protection to neighboring residential properties. The Mungers filed a complaint with the Building/Zoning Official and the Town Council, but have not received a response.

Maryse Poirer, 35 Knowles Ct., requested the Town Council reevaluate the Farmer's Market management. As a former vendor, she has been aggrieved by the Farmer's Market management. Ms. Poirer would like to return to the Market, but not under the current management.

Greg Yates of 35 Knowles Ct. spoke up for his wife, Maryse Poirer, arguing that the Farmer's Market's poor management and behavior are unfair to Jamestown residents.

## VI. PRESENTATIONS, RESOLUTIONS, AND PROCLAMATIONS

- A) Presentations: Review, Discussion, and/or Action and/or Vote: Jamestown Bike Path Committee presentation, recommendations, and/or adoption of the proposed Jamestown Bicycle and Pedestrian Master Plan (BPMP).

Discussion ensued.

Beta Group presented the Jamestown Bicycle and Pedestrian Master Plan, ("Plan"). The Plan has both attainable and aspiration goals for the Town Council to consider, presenter and Jamestown resident Arek Galle commented.

The Town Council expressed their gratitude to the Jamestown Bike Path Committee and Beta Group consultants for their comprehensive research and development of the proposed Bicycle and Pedestrian Master Plan. The Council mentioned that they will review the information carefully and will schedule a vote on the proposal for a later date.

## VII. PUBLIC HEARINGS, LICENSES, AND PERMITS

- A) **Public Hearings:** Notice is hereby given that the Town Council of the Town of Jamestown will conduct a public hearing on September 3, 2024, at 6:30 P.M. at Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, to obtain citizens' views of the proposed Community Development Block Grant application for improved housing opportunities for low and moderate-income families and individuals. Duly advertised in the *August 15<sup>th</sup> edition of the Jamestown Press*. Written comments will also be accepted by mail to P.O. Box 377, Jamestown, RI 02835 prior to the hearing.

The Town Council acknowledged the Public Hearing scheduled for September 3, 2024, for the proposed Community Development Block Grant application for improved housing opportunities for low and moderate-income families and individuals

A motion was made by Vice President Meagher with a second by Councilor M. White to convene as the Town Council sitting as the Alcohol Beverage Licensing Board. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

**B) Town Council Sitting as the Alcohol Beverage Licensing Board**

Notice is hereby given by the Town Council of Jamestown, being the Licensing Board in said Town as provided under Title 3, Chapters 1-12 of the General Laws of Rhode Island 1956, and as amended, the following has been received:

- 1) Pursuant to RIGL §3-7-14, the following license application has been received under said Act for a one-day license on Sept 19, 2024 (F-24-8)

CLASS F (NON-PROFIT)

Out of the Box Studio & Gallery (OBSG)  
11 Clinton Avenue  
Jamestown, RI 02835

- a) Review, Discussion, and/or Action and/or Vote for Approval of the OBSG CLASS F (NON-PROFIT) LIQUOR LICENSE (Number 4 of 12 licenses per calendar year issued RIGL§3-7-14).

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the Out of the Box Studio & Gallery One-Day Class F Liquor License (F-24-8) scheduled for September 19, 2024 taking place at 11 Clinton Avenue. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

A motion was made by Vice President Meagher with a second by Councilor M. White to adjourn from sitting as the Alcohol Beverage Licensing Board. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

President Beye recused herself from agenda item C) 1) Bingo License Application from Friends of Jamestown Seniors, Inc. and left the dais.

**C) Licenses and Permits**

- 1) Bingo License Application: All bingo license application approvals are subject to any COVID-19 protocols in effect at the time of the event; Review, Discussion and/or Action, and/or Vote on the following:
- a) Applicant: Friends of the Jamestown Seniors, Inc.  
Event: Weekly Bingo Games  
Date: September 1, 2024, to August 31, 2025  
Location: 6 West Street, Jamestown (Senior Center)

A motion was made by Councilor Brine with a second by Councilor M. White to approve the Friends of the Jamestown Seniors, Inc. Bingo License for the period September 1, 2024, to August 31, 2025. Vote: Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

President Beye rejoined the meeting and returned to the dais.

## VIII. COUNCIL, ADMINISTRATOR, SOLICITOR, COMMISSION/COMMITTEE COMMENTS & REPORTS

*Please Note the Following Items are Status Reports and Matters of Interest to the Council and are for Informational Purposes unless Indicated Otherwise:*

A) Town Administrator's Report: Edward A. Mello

1) North Kingstown Water Agreement updated. (Communications).

Town Administrator Mello reported that the emergency water use agreement with the Town of North Kingstown had been fully executed.

2) Harbor Commission Executive Director recommendation (Consent Agenda).

At the recommendation of Town Administrator Mello request that the Town Council consider the appointment of James Heagney to serve as the Executive Director of the Harbor Commission.

3) Building and Zoning Official recommendation (Consent Agenda).

At the recommendation of Town Administrator Mello request that the Town Council consider the appointment of Dennis Begin to serve as the Building and Zoning Official.

4) Senior Service Program Assistant appointment.

Eileen Donnelly filled the new part-time position of Senior Services Program Assistant and will transition into this position in the coming weeks. The new Meal Site coordinator is expected to begin shortly.

5) Senior Center update.

Collaboration continues with Union Studios on two scenarios for 6 West Street: renovation of the existing structure as well as a complete replacement on the same site. A professional cost estimator will provide the best cost estimates for both scenarios. Further information will be provided to the Town Council in September.

6) Short-Term Rentals compliance and non-compliance update.

Town staff have identified approximately eighteen (18) properties that are currently operating non-compliant short-term rentals. A notice of violation was issued by the building official to each. Other STRs registered properties have been found operating beyond the conditions of the license. In most cases, the STRs are exceeding the number of permitted bedrooms.

A report will be presented at a future Town Council meeting and will include a summary of the licensed properties including bedroom counts, complaints, and complaint process.

**IX. UNFINISHED BUSINESS**

- A) Review, Discussion, and/or Action and/or Vote: Approval of the request(s) to the Town Council to grant an extension for a Temporary Trailer Permit as provided by the Town of Jamestown Code of Ordinances Section 34-42:
  - 1) Request from Bennett and Debra Cinquegrana, for temporary trailer permit extension from August 19, 2024, to November 15, 2024, and copy of correspondence received.

Discussion ensued.

Town Administrator Mello gave a summary of the Cinquegrana's request for a temporary trailer permit extension from August 19, 2024, to November 15, 2024.

The Town Council requested clarification on the location of the property and inquired whether the permit could be issued for new construction as opposed to a renovation.

The matter was continued to the September 3, 2024 Town Council meeting.

**X. NEW BUSINESS**

- A) Review, Discussion, and/or Action and/or Vote: At the request of the Jamestown Elections Training and Advisory Ad hoc Committee, approval to establish the Jamestown Elections Training and Advisory Committee as a permanent standing committee of the Town of Jamestown.
  - 1) Letter and report from the members of the Jamestown Elections Training and Advisory Ad hoc Committee to the Town Council.

President Beye as the Council liaison to the Jamestown Elections Training and Advisory Ad hoc Committee, made remarks on the importance and dedication of the committee members.

Linda Jamison and Laura Goldstein, members of the committee, presented to the Town Council. The committee's goal and mission were to develop best practices for elections and voter education. The report covered issues, concerns, and recommendations such as general election safety, crisis de-escalation training, collaboration with local police for increased election coverage, and disaster recovery plans. The Deputy Clerk/Clerk to the Board of Canvassers Keith Ford has been working on developing an incident action plan.

The Committee observed the lack of voter knowledge, and the Jamestown Press has agreed to advertise the voter information brochure, directing voters to the voteri.com website, and increase awareness in advance to the electorate.

The term for the ad hoc Committee will be ending in September. They are a small committee with a broad perspective and would like to see their work come to fruition. A request to make the committee a permanent standing committee of the Town of Jamestown was made.

Solicitor Peter Ruggiero stated an enabling Resolution will need to be developed to make the Jamestown Elections Training and Advisory Committee a permanent standing committee of the Town of Jamestown.

The request was continued to the September 3, 2024 Town Council meeting.

**XI. ORDINANCES, APPOINTMENTS, VACANCIES, AND EXPIRING TERMS**

- A) Appointments, Vacancies, and Expiring Terms; Review, Discussion, and/or Action and/or Vote:
- 1) Jamestown 250<sup>th</sup> Commission, Five to Seven (5-7) member vacancy, for a term ending December 1, 2027, duly advertised in the February 15<sup>th</sup> and 22<sup>nd</sup> editions of the Jamestown Press:
    - a) Interested Applicant(s)
      - i) Joyce Hooley Bartlett
        - Application received June 12, 2024.
        - Interview to be scheduled at the Town Council's discretion.
      - ii) Linda Warner
        - Application received August 13, 2024.
        - Interview to be scheduled at the Town Council's discretion.

A motion was made by Vice President Meagher with a second by Councilor M. White to appoint Linda Warner to the Jamestown 250<sup>th</sup> Commission, for a term ending December 1, 2027.

- 2) Tree Preservation and Protection Committee, One (1) member vacancy with an unexpired term ending December 31, 2024:
  - a) Letter of resignation:
    - i) Donna Repko

The Town Council thanked Donna Repko for serving on the Tree Preservation and Protection Committee and extended best wishes to her.

**XII. CONSENT AGENDA**

*An item on the Consent Agenda need not be removed for simple clarification or correction of typographical errors. Approval of the Consent Agenda shall be equivalent to the approval of each item as if it had been acted upon separately for review, discussion, and/or potential action and/or vote. A Consent Agenda item or items may be removed by the Town Council for review, discussion, and/or potential action and or vote.*

- A) Adoption of Town Council Meeting Minutes
  - 1) July 15, 2024 (Regular Meeting)
  - 2) August 6, 2024 (Special Meeting)
  
- B) Minutes of Boards/Commissions/Committees
  - 1) Affordable Housing, (June 26, 2024)
  - 2) Bike Path Committee (April 26, 2024)
  - 3) Bike Path Committee (June 14, 2024)
  - 4) Bike Path Committee (June 18, 2024)
  - 5) Bike Path Committee 2024 Attendance
  - 6) Harbor Management Commission (June 12, 2024)
  - 7) Planning Commission (June 26, 2024)
  - 8) Zoning Board of Review (June 25, 2024)

- C) Finance Director's Report: Comparison Budget to Actuals as of June 30, 2024.
- D) Public Hearing Notifications: Notice is hereby given that the Jamestown Zoning Board of Review will hold a public hearing on August 27, 2024, at the Jamestown Town Hall 93 Narragansett Avenue, Jamestown, Rhode Island at 7:00 p.m. upon the following:
- 1) Application of Steve and Jamie Munger whose property is located at 230 Conanicus Avenue, and for the appeal of a decision made by the zoning officer pursuant to Article 4, General Administration and Enforcement, Section 82-408, Appeal of a decision of the zoning enforcement officer. The applicant is aggrieved by the arbitrary and capricious decision made by the zoning officer who has decided NOT to enforce the conditions to the Special Use Permit granted to the Town of Jamestown by the Jamestown Zoning Board on March 27, 2019, for the property located at 245 Conanicus Avenue, Jamestown, RI 02835.
    - a) Letter dated August 9, 2024, from Atty. Christian Infantolino representing Steve and Jamie Munger, to the Jamestown Town Zoning Board, c/o Peter Medeiros, Zoning Officer, notification of withdrawal of application of appeal of a decision made by the Town's zoning officer on June 28, 2024.
  - 2) Application of Sergio Vinelli whose property is located at 10 Emerson Road, Jamestown, RI 02835, and further identified as Tax Assessor's Plat 8, Lot 209 for a Variance granted under Article 3. Special Use Permits and Variances, Sections 82-305, 82-306, and 82-307, for relief from Article 6 Section 82-602. Dimensional Regulations, Table 6-2 for the Village Special Development District Zones R-8, R-20, CL, and CD for a Front Yard Setback of 20' 6" where the required setback is 30' and the existing structure is located at 20' 6". The Applicant seeks relief in order to put a second floor on the property with a total additional space of approximately 749 square feet. Said property is located in a R20 zone and contains +/-24,829 square feet
- E) At the recommendation of Town Administrator Mello approval of the appointment of Dennis Begin as the Town of Jamestown Building and Zoning Official.
- F) At the recommendation of Town Administrator Mello approval of the appointment of James Heagney as the Jamestown Harbor Commission Executive Director.
- G) Ratification of the Administratively approved Short-Term Rental application for the period of August 19, 2024, through December 31, 2024:
- 1) STR-109, Laura Carlson, 20 Brook Street
- H) Ratification of the Administratively approved One-Day Event Entertainment License Application: Jamestown Shores Association Picnic (ENT-24-18), August 17, 2024, Heads/Sunset Beach.

- I) Ratification of the Administratively approved One-Day Vendor/Peddler License Application: Jamestown Rotary, Fools Rules Regatta (ODVP-24-7), August 17, 2024, East Ferry Beach.
- J) One-Day Event/Entertainment License Applications: All One-Day Event/Entertainment license application approvals are subject to any COVID-19 protocols in effect at the time of the event:
- 1) Applicant: Jamestown Senior Center  
Event: Annual Senior Center Picnic (ENT-24-19)  
Date: August 21, 2024  
Location: Fort Getty Pavilion
  - 2) Applicant: Jamestown Arts Center (JAC)  
Event: Film Screening: PBS Our Town (ENT-24-20)  
Date: September 3, 2024  
Location: JAC, 18 Valley Street
  - 3) Applicant: Out of the Box Studio & Gallery (OBSG)  
Event: Where the Pavement Ends (ENT-24-21)  
Date: September 19, 2024  
Location: OBSG, 11 Clinton Avenue

Vice President Meagher read aloud each Short-Term Rental host application name and address, asking those in attendance for any objections or comments to be known.

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the Short-Term Rental applications for licensing as listed on the Consent Agenda. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

A motion was made by Vice President Meagher with a second by Councilor M. White to accept the Consent Agenda. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; and Councilor Brine, Aye.

Communications were acknowledged.

### **XIII. COMMUNICATIONS, PETITIONS, AND PROCLAMATIONS AND RESOLUTIONS FROM OTHER RHODE ISLAND CITIES AND TOWNS**

*The Council may acknowledge any of the listed Communications and Proclamations and Resolutions. Should any member wish to have a conversation on any of the matters, the item will be placed on a future agenda for review, discussion, and/or potential action and/or vote.*

- A) Communications Received:
- 4) Copy of article to: Town Council  
From: Marian Falla  
Dated: July 10, 2024  
Re: Newport City Council asks City Administration to provide recommendations on short-term rentals.
  - 5) Copy of letter(s) to: Town Council  
From: Jamestown Lawn School 5<sup>th</sup> grader  
Nathan David Verkuijlen, re: Invasive Species.

- 6) Copy of letter to: Town Council  
 From: Bob & Dawn Laman  
 Dated: June 30, 2024  
 Re: Maryse Poirier/Jamestown Farmer's Market.
- 7) Copy of letter to: Town Council  
 From: Jennifer & Peter Knollmeyer, Becky Sterner, and Steve Clark  
 Dated: July 17, 2024  
 Re: Maryse Poirier/Jamestown Farmer's Market
- 8) Copy of email to: Town Council  
 From: Kathy Silvestri and Arthur Grover  
 Dated: July 31, 2024  
 Re: Maryse Poirier/Jamestown Farmer's Market
- 9) Copy of email to: Town Council  
 From: Jan Goodland-Met/Casey Weibust, Out of the Box  
 Dated: July 15, 2024  
 Re: Jamestown Farmers Market
- 10) Copy of letter to: Town Council  
 From: Jan Goodland-Metz/Chandler Neale, Windmist Farm  
 Dated: June 8, 2024  
 Re: Gould Island use.
- 11) Copy of public notice  
 From: Coastal Resource Management Council  
 Dated: July 26, 2024  
 Re: Proposed amendments to the NARW Vessel Strike Reduction Rule.

#### **XIV. ADJOURNMENT**

A motion was made by Vice President Meagher with a second by Councilor M. White to adjourn at 8:48 p.m. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

Attest:

Roberta J. Fagan, Town Clerk

Approved as written  
**PLANNING COMMISSION MINUTES**  
**July 17, 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. The following members were present:

Michael Swistak, Chair

Duncan Pendlebury – Vice Chair

Mick Cochran

Rosemary Enright – Secretary

Diane Harrison

Bernie Pfeiffer

Not present: Dana Prestigiacomo

Also present:

Lisa Bryer, AICP - Town Planner

Carrie Kolb – Planning Assistant

Wyatt Brochu, Esq. – Ruggiero, Brochu & Petrarca

Brenda Hanna – Stenographer

Joe Walek, applicant

Mary Ellen Walek, applicant

John Tumino, DiMauro Architects

David Emond

Teresa Emond

Ethan Kincaid

**II. Citizen's Non-Agenda Item - none**

**III. Correspondence**

1. Administrative Subdivision, William and Glenna McCaffrey, 232 Beacon Street, AP 16  
Lots 67 & 70

2. Administrative Subdivision, Susan S. Gorelick Trust, 20 Bark Street, AP 16, Lots 38 & 46

Correspondence was recognized as received.

**IV. Public Hearing: review, discussion and/or action and/or vote**  
**Under Unified Development Review per RIGL§ 45-23-50.1.**

**1. Public Hearing, Continued from May 15, 2024**

**Town of Jamestown, property located at 245 Conanicus Avenue (Jamestown Golf Course), and further identified as Tax Assessor's Plat 8, Lot 283. Review under Unified**

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**Development Review per RIGL§ 45-23-50.1. Review, discussion, and/or action, and/or vote, close the public hearing:**

**Development Plan Review under Zoning Ordinance Section 82-1004.1 A and a Special Use Permit from Zoning Ordinance Section 82-300 B for Off-street parking and loading areas where required. The proposed plan would include allowing 17 vehicles to park diagonally on the south side of the lot, in a defined grass area contained by a split rail fence. The area would not be asphalt and would only be used when the Town rents out the second floor during times when it is expected that the parking lot would be in use by the golfers. The Town will staff the parking lot in order to manage the use of this area during these times. Parking in this area would otherwise be prohibited by signage. Said property is located in an OS-II zone and contains 74.36 acres.**

Bryer said the public hearing for the golf course started on May 15, 2024 and was continued to this evening. The Town would like to withdraw the application. The Town needs to re-advertise and will be back next month with a new application.

A motion was moved by Commissioner Enright and seconded by Commissioner Pendlebury to accept the withdrawal of their application for the Town of Jamestown property located at 245 Conanicus Avenue (Jamestown Golf Course) and to close the public hearing.

The motion carried by a vote of 5-0.

Commissioner Cochran, Commissioner Enright, Commissioner Harrison, Commissioner Pfeiffer, and Commissioner Pendlebury voted in favor of the motion.

Commissioner Swistak recused himself from the vote.

Commissioner Prestigiacommo was absent.

2. **Public Hearing, Joe and Mary Ellen Walek, Tax Assessor's Plat 9, Lot 639, 117 Howland Avenue, for Review and action by Planning Commission under Unified Development Review per RIGL§ 45-23-50.1 as a Minor Land Development Project with Variance. Review, discussion, and/or action, and/or vote**

**Development Plan Review under Zoning Ordinance Article 11 – Village Special Development District 82-1102.1, C. with a Variance from Zoning Ordinance Article 6, Section 82-602 entitled “District Dimensional Regulations”, Table 6-2 for the Village Special Development District as authorized by this Ordinance, per Article 3, Section 82-305 -307. Application proposes to attach an existing garage located 6” from property line to an existing home with a new addition where a 10’ side setback is required for R-20/4.2 feet required per RIGL§ 45-24-38, General Provisions-Substandard lots of record. The property is located in an R-20 Zoning District.**

John Tumino, DiMauro Architects, was sworn in by stenographer Brenda Hanna and presented his credentials as an architect by trade working in the industry for 20 years. He is currently working for DiMauro Architects of Jamestown, RI. A motion was moved by Commissioner

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Swistak and seconded by Commissioner Pendlebury to accept John Tumino as an expert witness. All in favor.

John Tumino of DiMauro Architects presented the application for Joseph and Mary Ellen Walek of 117 Howland Avenue. The property has an Existing home with non-conforming garage that is only 6 inches from the property line, where 4.2 feet is needed. The existing non-conforming garage is causing the hardship and is the basis of why relief is requested. The final height of the garage is 17 feet and the garage addition will only be a storage area because the second-floor peak is about 4 feet high. The garage is a short and squatted structure today. The proposed garage's roof pitch will match the main dwelling as proposed. The scale of the proposed garage ties the garage to the main dwelling better. Today, there is a roof connecting the garage to the main dwelling but it is not enclosed. The site plan shows the existing roof connection and the plan is to enclose the area and add a powder room. There are no plans to move the garage because it is existing and the costs associated with moving it. Tumino pointed out the survey plans shows the southern neighbors existing dwelling is 0.1 feet from the setback. The property to the south also has a fully enclosed connection.

Bryer said the property needs a variance solely due to amending the non-conforming garage structure and the addition that will be put on the back of the house is within the primary setback and conforming.

Discussion of the attaching the garage ensued. Pendlebury commented that the garage, addition in the back and main dwelling unit all become part of the main dwelling unit under the zoning ordinance when the breezeway between the garage and main dwelling becomes fully enclosed. This makes the setback of the main dwelling unit only 6-inches. The character of the property is changed because the property will have only one structure instead of two. Tumino noted that the garage is pre-existing and has been there for over sixty years.

Discussion of the increased height and mass of the garage ensued. The proposed garage with increase height and cupola would only be 6-inches from the lot line noted Pendlebury

Discussion of house locations in proximity to lot lines on Howland Avenue ensued. Tumino noted that there are four houses in a row that were all built in the late 1940s by the same builder and all have garages that are located almost on the lot line.

Discussion of not adding a cupola to the garage roof ensued. Not adding a cupola to the garage roof decreases the height of the addition.

Members of the public were welcomed to address Planning Commission.

David Emond of 116 Howland Avenue was sworn in by Brenda Hanna. Mr. Emond said that they are the only people who will have to look at the house because they live across the street. He said that they find the proposed plans aesthetically pleasing. The proposed garage is to scale of the house. There are 4 houses that were all built at the same time, all built on the property line, and they met the zoning when they went up.

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Teresa Emond of 116 Howland Avenue was sworn in by Brenda Hanna. Mrs. Emond said that they proposed plans are beautiful. It will be an asset to the neighborhood. She is very much in favor of it.

Ethan Kincaid of 119 Howland Avenue was sworn in by Brenda Hanna. He is the direct abutter to the south. His breeze way is attached with 4 four walls. Grandparents bought the house in the 1950s. He said use it as an example of an enclosed breezeway attaching to main dwelling unit. All four houses in a row are built this way. He has no problems the with proposed plans.

Discussion of the vote and options ensued. Tumino asked if the vote this evening had to be unanimous? Commissioner Swistak said the vote is a majority vote. Brochu said that the public hearing could be continued. The applicant can come back with a different design and the hearing can be re-advertised in the Jamestown Press and re-noticed to abutters. Brochu said another option would be to place conditions on the plans. An example would be not to allow further expansion of the house within the building envelope. Brochu gave a third option where the applicant removes the garage, builds within the set back of 4.2 feet and to the height of 35-feet, which is allowed under zoning regulations.

Joe Walek of 117 Howland Avenue was sworn in by Brenda Hanna. He said the garage is circa 1948 and it needs renovations. He questioned if the garage is demolished then it cannot be rebuilt on the original footprint? What you are saying is that any new building has to meet zoning? Bryer said yes, any new structure would have to meet the zoning ordinance today and to rebuild it as proposed would require a variance. Mr. Walek said that they are trying to make the main house and garage look balanced. They are raising the roof on the garage for aesthetic purposes.

Discussion of height restrictions ensued. Tumino said that the proposed garage with the steeper pitch aesthetically fits in within the neighborhood and design guidelines. The applicant can eliminate the cupola, which is 4-feet tall, which will bring the scale and height down. It was noted that the cupola is within the height restrictions and they did not ask for a height variance. Tumino said the garage is 17 feet high.

Discussion of adding a condition that prohibits any further expansion ensued. Mary Ellen Walek of 117 Howland Avenue was sworn in by Brenda Hanna. Mrs. Walek asked for clarification on a condition that prohibits any further expansion. Commissioner Swistak said that any future development would require coming back to the Planning Commission. Brochu said to think about this condition before you agree to it, for example if you have future plans for a sunroom or deck. Tumino let the Planning Commission know that the applicants are nervous about prohibiting further expansion and do not agree to it as a condition of approval.

A motion was moved by Commissioner Swistak and seconded by Commissioner Cochran on the following findings of fact and conditions of approval as amended.

A motion was made by Commissioner Swistak and seconded by Commissioner Cochran to grant the request of Joseph and Mary Ellen Walek of 117 Howland Avenue for the granting of a variance and development plan approval based on the following findings of fact and with the following conditions.

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This motion is based on the following findings of fact:

1. Said property is located in a R-20 zone and contains 8,450 square feet.
2. This Commission has determined that this application does satisfy the requirements of Development Plan Review under Zoning Ordinance Section 1102.1 A & C and Zoning Variance under Article 6, Section 82-602 entitled "District Dimensional Regulations", Table 6-2 for the Village Special Development District as authorized by this Ordinance, per Article 3, Section 82-305 -307, District Dimensional Regulations and Alteration of Nonconforming Structure to permit the permanent connection of the non-conforming garage to the house (conforming) with a house addition (conforming), the existing garage located 6" from the side lot line (10' feet required in R-20/4.2 feet required per RIGL § 45-24-38, General Provisions-Substandard lots of record).
3. John Tumino of DiMauro Architects represented the applicants and was approved as an expert witness. The applicants Joseph Walek and Mary Ellen Walek gave testimony. Residents David Emond, Teresa Emond and Ethan Kincaid gave testimony in support of the application during the public comments;
4. Joseph Walek testified that the house and garage were built at the same time circa 1948 in that location;
5. After testimony was completed at the public hearing for which due notice was given and a record kept, the Town of Jamestown Planning Commission, after taking into consideration all of the testimony and exhibits at the public hearing, makes the following determination:

In granting a variance, the Planning Commission through unified development review pursuant to § 45-24-46.4 has determined that the following standards for granting of such variance have been met by evidence submitted or testified to:

- (1) That the hardship from which the applicant seeks relief is due to the unique characteristics of the subject land or structure and not to the general characteristics of the surrounding area, and is not due to a physical or economic disability of the applicant, excepting those physical disabilities addressed in § 45-24-30(a)(16);
- (2) That the hardship is not the result of any prior action of the applicant or owner; and
- (3) That the granting of the requested variance will not alter the general character of the surrounding area or impair the intent or purpose of the zoning ordinance or the comprehensive plan upon which the ordinance is based.

The Planning Commission also finds that:

In granting a dimensional variance, that the hardship suffered by the owner of the subject property if the dimensional variance is not granted amounts to more than a mere inconvenience, meaning that relief sought is minimal to a reasonable enjoyment of the permitted use to which the property is proposed to be devoted. The fact that a use may be more profitable or that a structure may be more valuable after the relief is granted is not grounds for relief.

In granting a Variance and approving the development plan, the Planning Commission imposes the following special conditions as are deemed necessary to maintain harmony with other lots in the same or abutting zoning districts and to promote the objectives of this Ordinance.

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1. This project must be constructed in strict accordance with the site and building plans duly approved by this Board;
2. The cupola will be removed from the renovation plans for the garage per agreement with the applicants;
3. The garage will not exceed 17-feet in height per agreement with the applicants;
4. Final approval shall be granted administratively;
5. This Variance shall expire one year from the date of granting unless the applicant exercises the permission granted.

Discussion of the motion ensued. Commissioner Swistak stated that he made the motion for approval based on the following reasons:

1. Garage has been on the property in since 1948;
2. Improvements seem to aesthetically improve the look of the house;
3. Expansion of the dwelling is within the setbacks;
4. There were no objectors to the application;
5. Applicant agreed to a 17-foot height restriction;
6. The application that could have been presented could have had greater density, size and volume than what was presented.

A roll call vote was taken.

The motion carried by a vote of 5-1.

Commissioner Cochran, Commissioner Enright, Commissioner Harrison, Commissioner Pfeiffer and Commissioner Swistak voted in favor of the motion. Commissioner Pendlebury voted to deny the motion. Commissioner Prestigiacomo was absent.

A motion was moved by Commissioner Swistak and seconded by Commissioner Cochran to close the public hearing. All in favor.

#### **V. New Business**

1. No items at this time

#### **VI. Old Business**

1. Community Survey results - review, discussion and/or action and/or vote

Commissioner Swistak asked about the results from the last survey. Kolb said there were about 100 more replies this time. Bryer said that Weston and Sampson was awarded the bid for updating the Comp Plan, and they will look at the results. Swistak questioned whether the respondents were older than the percentage of our residents. Commissioner Cochran said to include age data from the last census, which will help validate the answers. Commissioner Enright noted the high percentage that remained the same with the question "Have your views changed since the last Community Survey?"

#### **VII. Reports**

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

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Bryer reported that the Town Council approved the Hazard Mitigation Plan and it is going to FEMA for review.

BETA presented the Bicycle and Pedestrian Master Plan at a public workshop which was very successful. Next steps are the final draft will go back to the committee and then on to Town Council for approval.

Commissioner Harrison asked if there was any interest in the Sustainable Resident Program after the ad was placed in the Jamestown Press? Bryer said that three people have called, and there were quite a few people interested at the Senior Fair, and there is one person who is ready to sign on the dotted line.

Commissioner Swistak asked if there will be two meetings in August? Bryer said yes, on the first and third Wednesday's as the normal schedule. At the next meeting, Bryer would like to finalize multi-family section of the Zoning Ordinance as well as subdivision regulation changes. The next step would be to send zoning ordinance revisions to Town Council and schedule a public hearing for the subdivision regulations at the Planning Commission level since they approve the subdivision regulation changes.

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

1. June 26, 2024

A motion was moved by Commissioner Enright and seconded by Commissioner Cochran to approve the minutes of the June 26, 2024 meeting as written. All in favor.

**IX. Adjournment**

A motion to adjourn at 8:16 pm was moved by Commissioner Enright and seconded by Commissioner Cochran. All in favor.

Attest

Carrie Kolb

Approved as amended  
**PLANNING COMMISSION MEETING**  
**August 7, 2024**  
**6:30 PM**  
**Jamestown Town Hall**  
**93 Narragansett Ave.**

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

The meeting was called to order at 6:33 p.m. The following members were present:

Michael Swistak, Chair

Duncan Pendlebury – Vice Chair

Mick Cochran

Rosemary Enright – Secretary

Diane Harrison

Bernie Pfeiffer

Dana Prestigiacomo

Also present:

Lisa Bryer, AICP - Town Planner

Carrie Kolb – Planning Assistant

David Petrarca, Esq. – Ruggiero, Brochu & Petrarca

Dennis Webster

**II. Citizen’s Non-Agenda Item -none**

**III. Correspondence**

1. UDR decision for Joseph and Mary Ellen Walek, AP 9 Lot 639, 117 Howland Avenue  
Correspondence was recognized as received.

**IV. New Business – Review, Discussion and/or Action and/or Vote**

1. Presentation and Discussion with Solicitor David Petrarca, Jr. Esq, regarding Unified  
Development. Review, Discussion and/or Action and/or Vote.

Petrarca said that land-use laws in RI have undergone significant changes since 1991. The past legislative session at the state level have cleaned up some of the laws. An example is Unified Development Review (UDR), which used to be optional and now it is mandatory. UDR has Zoning and Planning Review at the same time, similar to a Comprehensive Permit with affordable housing review.

Petrarca explained that the Zoning standards for dimensional variance have changed. There is no longer a consideration of “primarily for financial gain”. There is no longer “the least relief necessary.” Petrarca has templates that he will share with town staff. The old language was “The hardship that will be suffered by the owner of the subject property if the dimensional variance is not granted shall amount to more than an inconvenience.” And the standard used to

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end there. This next sentence was added, and Petrarca says it will be up to the courts to decide the meaning of the added phrase, "Meaning the relief sought is minimal to a reasonable enjoyment of the permitted use to which the property is proposed to be devoted." The change from the least relief necessary to reasonable enjoyment relief, in theory, means that the smallest possible project or smallest possible deviation are no longer required. But by how much "reasonable enjoyment", is a matter of interpretation.

The rest of the dimensional variance standards remain the same, which include:

- Hardship being due to the unique characteristics of the subject land or structure and not the general characteristics of the surrounding area or due to the physical or economic disability of the applicant
- The hardship cannot result from any prior action of the applicant
- The granting of the requested variance will not alter the general characteristic of the surrounding area nor impair the intent or purpose of the Town's zoning ordinance or comprehensive plan

Special Use Permits (SUP) are the other area that has changed. Previously, if a use was not in the use table it was deemed prohibited because it was not allowed by right or special use. Now the zoning official is charged with finding a place to make it fit by the closest use and seeing now it fits into the zone. Standards for granting or denying a SUP were previously based on general property by property standards. Now each SUP needs to have specific and objective criteria.

Bryer asked Petrarca to discuss how UDR process is like a Comprehensive Permit. Petrarca said that the precedence of approval still exists in State law. The decisions that the planning commission makes on UDRs should have the zoning findings/relief first before you get into the plan requirements. All decisions of planning are now directly appealable to superior court. Petrarca suggested having a stenographer at all meetings.

Bryer asked Petrarca to discuss the standards. Petrarca said with a dimensional variance each case is reviewed on a case by case basis. What is the hardship? Why can't the applicant meet the requirement? The burden is on the applicant to show that they will suffer from more than a mere inconvenience. The applicant has to put forth evidence for the record, the planning commission has to find them credible, especially with opposing testimony. The example of "wanting a bigger house" is not a good reason. But if the reasoning is "I would like a bigger house because the one that fits will not allow more than one child", or something to that effect. Petrarca said that each case is going to be unique and one application does not set precedence.

Bryer asked how much weight should be given on testimony? Petrarca said that it varies case by case. There is expert testimony and lay testimony. An argument by an attorney is not evidence, but testimony from an abutter is evidence.

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Commissioner Pendlebury asked if an application comes in that they suspect has a conflict with the building code, can it be tabled and sent to the building official? Petrarca said that it depends on the application and timeframes. Bryer asked about making an issue a condition of approval? Commissioner Pendlebury asked if there will still be TRC meetings with UDR applications. Bryer said yes. Commissioner Pendlebury said that building code issues can be discussed in TRC. Petrarca brought up that other communities are having TRC meetings for administrative subdivision, and other towns are sending notice to abutters for TRC at cost to the town.

Commissioner Swistak gave the example where the commission is a hard no on application. The applicant wants to go to court and prevails. Does expense to go to court come back to the Town? Petrarca said that the town may have to pay for attorney and court costs if the applicant prevails and the court finds that there wasn't a reasonable basis for the denial, and certain financial thresholds are met by the applicant.

Commissioner Swistak asked about finding somebody not credible. Will finding someone not credible put the town or the commission in trouble? Petrarca said that in the US anybody can sue for anything, but it doesn't mean that they will prevail. Credibility is not reviewable by an appellate court and you can find someone not believable. If not credible, it helps to give a reason in the record, but it is not necessary. Commissioner Swistak asked if there is a complication, what do we do? Petrarca said if there is time within the application timeframe, the decision can be reviewed at the next meeting. Staff can be asked ahead of applications to write decisions based on both approval and denial ahead of time.

Discussion ensued on marking exhibits. Petrarca said that each exhibit needs to be individually marked and photographs should not be grouped together.

Commissioner Swistak asked about dimensional relief and the unclear language. What does it really mean? Petrarca said it doesn't have to be minimum but it doesn't mean the maximum. The example was given if when building a house, the consequence for meeting minimum results in ceilings that are too low. It is ok to build a house with higher ceilings, but it doesn't need to be a McMansion on the other extreme. Commissioner Swistak asked about an application that comes before them that is for a McMansion but the commission feels a lot less could be done but not the minimum. Petrarca said that the commission can continue the meeting and ask the applicant to come back asking for less relief. If the continued meeting is date certain and less relief is required, then re-notification is not required. The commission can also take a recess during the meeting where an attorney or representative can speak with their client. There is an ability to work with the applicant during the meeting. Bryer asked if the timeclock is running out and the commission doesn't have building code clarified, what should they do? Petrarca said if there is not enough evidence, that is a reason to deny.

2. Jamestown Water Supply Management Plan – Executive Summary – Discussion  
This item will be deferred to another meeting. Commissioner Swistak would like to clarify the role of the planning commission in regards to water supply.

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Bryer said that this plan will be reviewed in updating the Comprehensive Plan. This plan looked at the number of bedrooms as well as number of persons per household based on the census and it was important to explain why we are hitting peak demand now in the summer months. The plan was approved by the Town Council and is located on the public works page on the website.

**V. Old Business - Review, Discussion and/or Action and/or Vote**

1. Zoning Ordinance Amendments – Related to Multi-Family Housing, RIGL 45-24-38 – Review, Discussion and/or Action and/or Vote
  - a. Multi-family housing moratorium – Recommendation to Town Council for 6-month extension until March 18, 2025 or until amendments are approved.

Bryer said that she would like to request from the Town Council a 3–6-month extension on the moratorium on multi-family housing.

A motion was moved by Commissioner Cochran and seconded by Commissioner Enright to recommend another six-month moratorium on multi-family housing to the Town Council.

So voted:

Commissioner Pendlebury – aye

Commissioner Cochran – aye

Commissioner Enright – aye

Commissioner Harrison – aye

Commissioner Pfeiffer – aye

Commissioner Prestigiacomo – aye

Commissioner Swistak - aye

Motion passes 7-0.

Discussion of multi-family dwellings based on the examples from the Town Planner’s memo were discussed. Commissioner Swistak would have liked to have gone smaller, but he understands that this a compromise. He is concerned about total people, vehicles, traffic and water. Commissioner Prestigiacomo asked if there were smaller alternatives? Bryer said that smaller numbers does not equate to smaller sized units.

Dennis Webster of 22 Mount Hope Avenue said that he likes this proposal better. He would like to see the front side setbacks for R 20 and R 8 increased for multi-family dwellings. Bryer explained that setbacks should be equal to single family dwellings.

A motion was moved by Commissioner Swistak and seconded by Commissioner Pendlebury to approve the proposed changes to multi-family dwellings in the zoning ordinance amendments. All in favor.

2. Subdivision and Land Development Regulations Amendments – Final Revisions – Review, Discussion and/or Action and/or Vote
  - a. Approval and authorization for Planning Commission public hearing recommended date September 18, 2024

Planning Commission Meeting  
August 7, 2024  
Page 5 of 5

Bryer said that this is round two of changes to the Subdivision Regulations and the first round of changes was made in March when Jeff Davis of Horsley Witten gave a presentation at the meeting. Bryer said that the changes made have come from the legislative sessions of 2023 and 2024, and they have to be accepted. Bryer said that the pages given are only the pages with changes on them, and she described the changes on each page. See attached review copy.

A motion was moved by Commissioner Swistak and seconded by Commissioner Cochran to approve the final changes to subdivision regulations made at the August 7 2024 meeting. All in favor.

## **VI. Reports**

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

Bryer told the Planning Commission about the next few meetings:

August 21 meeting will be the UDR for the Golf Course and possibly Community Development Block Grant Review.

September 4 we may not have a meeting that evening

September 18 will be a normally scheduled meeting.

## **VII. Adjournment**

A motion to adjourn at 8:45 pm was moved by Commissioner Enright and seconded by Commissioner Cochran. All in favor.

Attest:

Carrie Kolb

JAMESTOWN ZONING BOARD OF REVIEW

Wyatt Brochu, Counsel held a work session with members of the ZBR at 6:30 pm before the regular meeting of the ZBR. Discussion of power and duties of the ZBR and review of standards of review. The work session adjourned at 7:00 pm.

Minutes of the July 23, 2024 Meeting

A regular meeting of the Jamestown Zoning Board of Review was held at the Jamestown Town Hall, 93 Narragansett Avenue. The Chairman called the meeting to order at 7:00 p.m. The clerk called the roll and noted the following members present:

- Richard Boren, Chair
- Dean Wagner, Vice-chair
- Terence Livingston, Member
- James King, Member
- Jane Bentley, Member
- James Sisson, 2<sup>nd</sup> Alternate
- Robert Maccini, 3<sup>rd</sup> Alternate

Also present:

- Wyatt Brochu, Counsel
- Peter Medeiros, Zoning Officer
- Brenda Hanna, Stenographer
- Pat Westall, Clerk

MINUTES

Minutes of June 25, 2024

A motion was made by Jane Bentley and seconded by Dean Wagner to accept the minutes of the June 25, 2024 meeting as presented.

The motion carried by a vote of 5 – 0.

Richard Boren, Dean Wagner, Terence Livingston, James King, and Jane Bentley voted in favor of the motion.

James Sisson and Robert Maccini were not seated and John Shekarchi was absent.

CORRESPONDENCE

A memorandum to the Board from Peter Medeiros, Zoning Enforcement Officer re: Haskell dated 7/12/24.

The application of Brian Haskell at 66 Seaside Dr. has been reviewed as per Article 8. Special Regulations, Section 82-800, F-2 High Groundwater and impervious layer overlay district, and has been administratively approved under Development Plan Review, Therefore, the application of Brian Haskell does not have to be heard.

All other correspondence was in reference to items on the agenda.

### NEW BUSINESS

#### Kirmil

A motion was made by Terence Livingston and seconded by Jane Bentley to grant the request of Scott and Adrienne Kirmil and Patricia R. Perry whose property is located at 213 Seaside Drive, and is further identified as Tax Assessor's Plat 15, Lot 210 for a Special Use Permit under Sec. 82-301 entitled "Special use permits authorized by this ordinance [chapter]" and Sec. 82-800 entitled "High groundwater table and impervious layer overlay district" to raze the existing home and to construct a new single family home.

This Board has determined that this application does satisfy the requirements of Article 6, Sections 600 and 602.

This Special Use Permit is granted with the following restriction/condition(s):

This project must be constructed in strict accordance with the site and building plans duly approved by this Board.

1. Recommendations in the Town of Jamestown engineer, Jean Lambert's April 26, & June 18, 2024 reports shall be incorporated into this decision as well as the recommendations of the Town Planner dated June 21, 2024.

This motion is based on the following findings of fact:

1. Said property is located in an R-40 zone and contains 17,405 square feet.
2. All setbacks are met.
3. The applicant will raze the current octagonal structure and build a new rectangular structure.

4. The current building's electric, septic bedrooms are outdated.
5. There will be a 1135 sq ft reduction in the impervious coverage.
6. New OWTS 4 bedroom is being installed.
7. No freshwater wetlands on the property.
8. There is a 50' CRMC coastal buffer.
9. Site falls within the subdistrict "A" requirements of the High Groundwater Table & impervious Overlay District with 24" to the seasonal highwater table and 26" to impervious soil.
10. Spencer Macomb, expert architect testified & the Board accepts his testimony & finds him credible.
11. Mike Russell, expert engineer testified & the Board accepts his testimony & finds him credible.
12. The swimming pool is a raised pool.

The motion carried by a vote of 5 – 0.

Richard Boren, Dean Wagner, Terence Livingston, James King, and Jane Bentley voted in favor of the motion.

James Sisson and Robert Maccini were not seated and John Shekarchi was absent.

#### Kuchar

A motion was made by Dean Wagner and seconded by Terence Livingston to grant the request of Kuchar Realty (Jennifer Kuchar, DMD) whose property is located at 20 & 20A Clinton Ave, and further identified as Tax Assessor's Plat 9, Lot 708 for a Variance from Article 6, Section 82-602, District Dimensional. To allow a constructed tool shed, to remain 1 foot from the south property line, instead of the required 10 feet.

This Board has determined that this application does satisfy the requirements of Article 6, Section 600, Section 606, and Section 607, Paragraph 2.

This Variance is granted with the following restriction/condition(s):

This project must be constructed in strict accordance with the site and building plans duly approved by this Board.

The applicant shall cut back the existing corrugated plastic roof at least 6 inches so there is no overhang.

This motion is based on the following findings of fact:

1. Said property is located in a CD zone and contains 8,944 sq ft.
2. The applicant replaced an existing rotting shed with a new shed on substantially the same location.
3. A new shed could not be placed in the back yard due to the small size and existing setback requirements.
4. There are many sheds located on lot lines in the area.
5. The granting of the variance will not alter the general characteristics of the surrounding area.
6. The hardship that would be suffered by the applicant if the variance is not granted shall amount to more than a mere inconvenience.

The motion carried by a vote of 5 – 0.

Richard Boren, Dean Wagner, Terence Livingston, James King, and Jane Bentley voted in favor of the motion.

James Sisson and Robert Maccini were not seated and John Shekarchi was absent.

#### ADJOURNMENT

A motion was made and seconded to adjourn at 8:10 p.m.  
The motion carried unanimously.



## Amendment to Lease Agreement

This Amendment to Lease Agreement is made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the Town of Jamestown, a municipal corporation organized under the laws of the State of Rhode Island, hereinafter referred to as "Lessor," and Conanicut Island Sailing Foundation, a non-profit organization, hereinafter referred to as "Lessee."

WHEREAS, the Lessor and Lessee entered into a Lease Agreement dated September 20, 2022 (the "Lease Agreement"), concerning the premises described therein;

WHEREAS, the Lessee desires to construct a rain garden in the area designated as Area B, as shown on the civil plan drawing no. 12417 by American Engineering Inc.;

WHEREAS, the Lessor has agreed to allow the construction of said rain garden under the terms and conditions set forth in this Amendment;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties hereto agree to amend the Lease Agreement as follows:

**1. Amendment to Permitted Use:**

The Lease Agreement is hereby amended to permit the Lessee to construct, maintain, and operate a rain garden in the area designated as Area B, as shown on the civil plan drawing no. 12417 by American Engineering Inc. This area is hereby incorporated into the leased premises described in the Lease Agreement.

**2. Construction and Maintenance:**

The Lessee shall be responsible for all costs associated with the construction, maintenance, and operation of the rain garden. The Lessee agrees to construct the rain garden in accordance with all applicable laws, regulations, and ordinances, and in a manner that does not interfere with the Lessor's use of the property or the rights of other tenants or lessees.

**3. Indemnification:**

The Lessee agrees to indemnify, defend, and hold harmless the Lessor from and against any and all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or in connection with the construction, maintenance, and operation of the rain garden, except to the extent caused by the negligence or willful misconduct of the Lessor.

**4. Effect of Amendment:**

Except as expressly amended herein, all terms and conditions of the Lease Agreement shall remain in full force and effect. In the event of any conflict between the terms of this Amendment and the terms of the Lease Agreement, the terms of this Amendment shall control.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment to Lease Agreement as of the day and year first above written.

Lessor:

Town of Jamestown

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Lessee:

Conanicut Island Sailing Foundation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



LOCUS MAP NOT TO SCALE

BEING A.P. 11, LOT 8 LOT AREA = 32.36 A.C.

FEMA DETERMINATION SITE LOCATED PARTIALLY WITHIN ZONE "X" - AREA OF MINIMAL FLOODING ZONE "X SHADED" ARE OF 0.2% ANNUAL CHANCE FLOOD HAZARD PANEL NO. - 44005C0157J REVISED - FEBRUARY 15, 2019

TESTHOLE & PERCOLATION DATA

TH 1 - VERIFIED @ 36" (9415-3396) (Ledge @ 5') TH 2 - VERIFIED @ 36" (9415-3396) (Ledge @ 5') LT 1 - Ledge at 6' LT 2 - Ledge at 5' LT 3 - Ledge at 6.5'

DESIGN CALCULATIONS

60 Person/Employee Day Care @ 15/Person = 900 gal/day Using Testhole B - Soil Category #9 - Loading Rate Factor = 1.5 Required: 900/1.5 = 600 s.f. Provided: 68' of GST 6206 @ 10.3 s.f./l.f. = 700 s.f.

NOTE THIS PLAN IS FOR SEPTIC PURPOSES ONLY AND DOES NOT CONSTITUTE A SURVEY

NOTE TO INSTALLER

The primary septic tank needs to be filled with clean water to the level of the outlet. The SeptiTech processor tank needs to be 1/2 filled with clean water prior to startup.

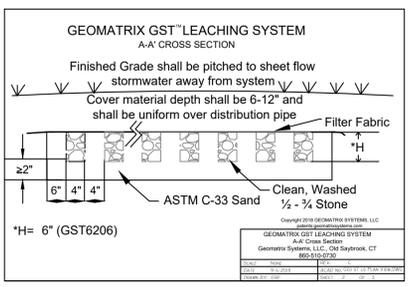
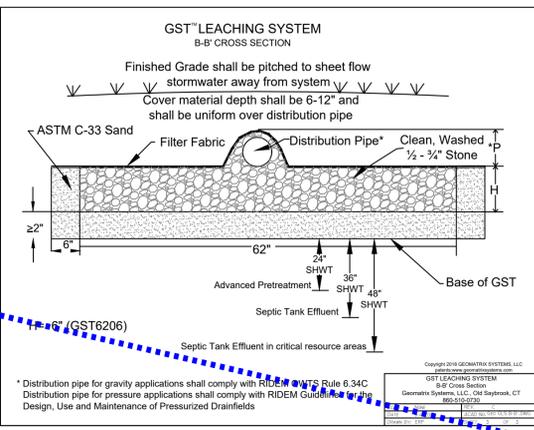
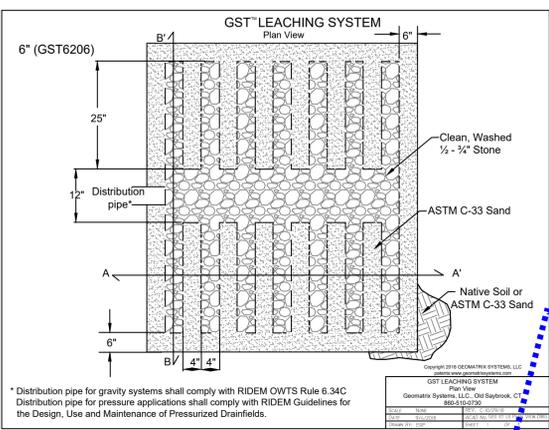
NOTE TO INSTALLER

ADD WATER AS NECESSARY TO THE TANK TO COUNTERACT ANY BUOYANT FORCES ACTING UPON THE STABILITY OF THE TANK POSITION WHEN INSTALLING A TANK IN A HIGH WATER TABLE LOCATION.

KEY table with items A through E: A Programmable Logic Controller Location To Be Approved By Owner (10' From Property Boundary), B Septic Tank (2,500 gal.), C SeptiTech PROCESSOR TANK, D SeptiTech Air Intake Muffler Location To Be Approved By Owner (10' From Property Boundary), E 2 @ 34' GST 6206

WATER QUALITY CALCULATIONS: PROPOSED IMPERVIOUS AREAS= 12,905 s.f. 12,905 s.f x 1" = 1,076 C.F. REQUIRED

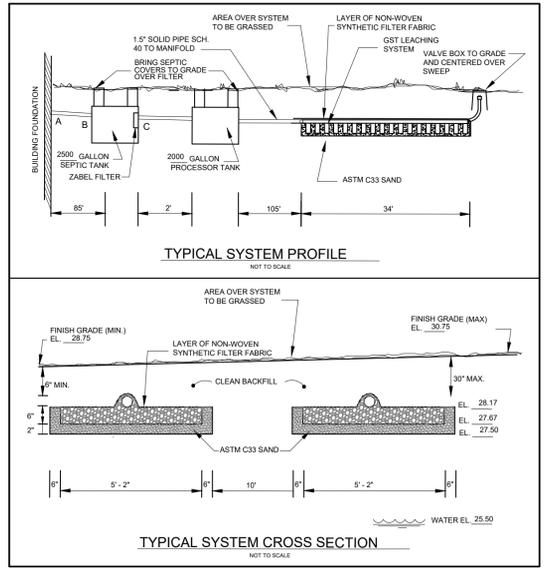
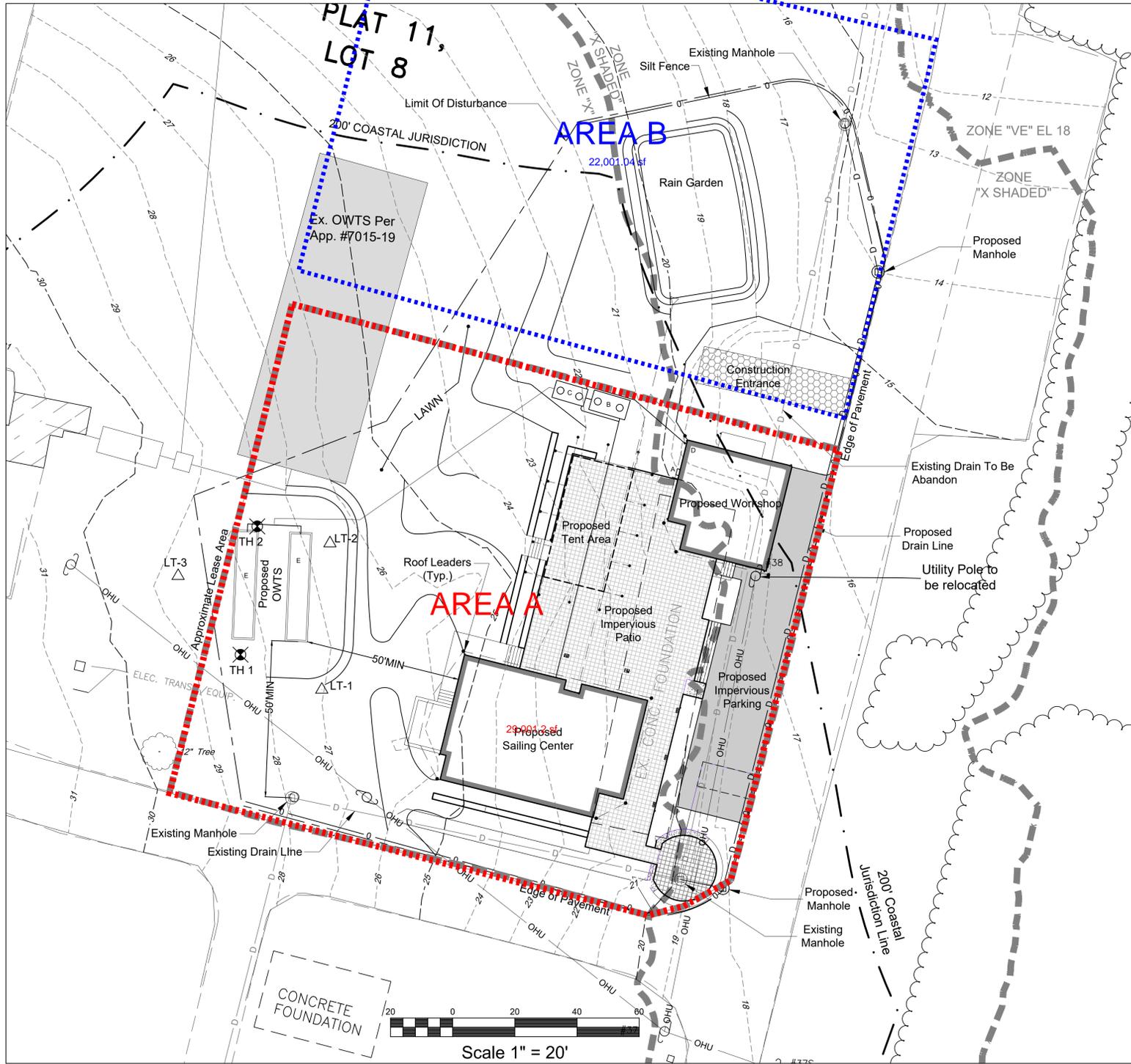
Rain Garden: Top of Garden Elev. 19.00 Bottom of Garden Elev. 18.34 Storage Volume Provided 1,777 s.f. Top of Garden + 1,459 s.f. Bottom of Garden / 2 x 8' = 1,079 c.f.



\*\*NOTICE TO INSTALLER\*\* DESIGNER SUPERVISION REQUIRED. CONTACT DESIGNER 48 HOURS PRIOR TO CONSTRUCTION.

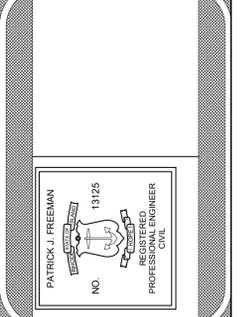
System Configuration table listing Design Configuration (60 People, 900 gpd), Septic Tank Settings (2500 gallon capacity, riser elevations), SeptiTech Tank Settings (STAAR 1.0D processor tank, 2000 gallon capacity), and Discharge Pump Settings (LSP03 pump, 105 feet transport line).

- GENERAL NOTES: 1) SEPTIC TANK TO BE PROVIDED WITH AN INLET TEE AND AN OUTLET TEE. MANHOLE COVER IS TO BE BROUGHT TO FINISH GRADE WITH THE RIM SET TO DIVERT SURFACE RUNOFF. 2) NO GRADE WITHIN 10 FEET OF THE PROPOSED SYSTEM SHALL BE LOWER THAN THE INVERTS. 3) NO SLOPE WITHIN 25 FEET OF THE PROPOSED SYSTEM SHALL BE GREATER THAN A 3:1 SLOPE. 4) THE DRAINFIELD AREA IS TO BE KEPT FREE AND PLANTED TO GRASS. 5) TREES AND SHRUBS ARE TO BE KEPT A MINIMUM DISTANCE OF 10' FROM THE DRAINFIELD. 6) THERE ARE NO PUBLIC SEWERS WITHIN 200 FEET OF THE PROPERTY OTHER THAN SHOWN ON PLAN. 7) THERE ARE NO WELLS WITHIN 200 FEET OF THE PROPOSED DWTS OTHER THAN SHOWN ON PLAN. 8) THERE ARE NO DWTS WITHIN 200 FEET OF THE PROPOSED WELL OTHER THAN SHOWN ON PLAN. 9) THERE ARE NO DRAINS WITHIN 200 FEET OF THE PROPOSED DWTS OTHER THAN SHOWN ON PLAN. 10) THERE ARE NO PUBLIC WELLS WITHIN 500' OF THE PROPOSED DWTS OTHER THAN SHOWN ON PLAN. 11) THERE ARE NO DWTS WITH A FLOW GREATER THAN 1,000 gpd WITHIN 400' OF THE PROPOSED WELL OTHER THAN SHOWN ON PLAN. 12) THERE ARE NO WATERS OR DRAINS WITHIN 200' OF THE PROPOSED DWTS OTHER THAN SHOWN ON PLAN. 13) AREA BETWEEN THE DISPERSAL TRENCHES SHALL REMAIN UNDISTURBED, IF INVERT IS BELOW NATURAL GRADE. 14) AREA OF GST TO BE STRIPPED 10 FEET ON ALL SIDES OF ALL TREES, STUMPS, BOULDERS, AND BRUSH. 15) ALL PRE-ASSEMBLED SEPTIC TANKS SHALL BE CERTIFIED WATER TIGHT BY THE MANUFACTURER. ALL TANKS ASSEMBLED ON-SITE SHALL BE CERTIFIED WATER TIGHT IN THE FIELD. CERTIFICATE BY MANUFACTURER OR FROM ON-SITE TESTING SHALL BE INCLUDED WITH BILL OF LADEN. 16) IF THE INVERT IS ABOVE ORIGINAL GRADE PER RULE 6.04.F.1 THE LEACHFIELD AND FIVE (5) FEET BEYOND THE LEACHFIELD SHALL BE STRIPPED OF ALL TOPSOIL (A HORIZONS), IN ORDER TO AVOID COMPACTION OF THE B SOIL HORIZON. ONLY TRACKED VEHICLES SHALL BE ALLOWED IN THIS AREA. PER RULE 6.04.F.2 PROPERLY COMPACTED GRAVEL THAT MEETS THE REQUIREMENTS OF RULE 6.03M SHALL BE PLACED THROUGHOUT THE EXCAVATION TO AN ELEVATION THAT WILL BE TWO (2) INCHES ABOVE THE TOP OF THE DISTRIBUTION LINES. DISPERSAL TRENCHES SHALL BE EXCAVATED OUT OF THE COMPACTED GRAVEL. ASTM C33 SAND SHALL BE USED TO FILL FROM NATURAL GRADE TO THE BASE OF THE GST. 17) ALL GRAVITY LINES TO BE 4 INCH DIAMETER P.V.C. SCHEDULE 35 OR EQUAL. MINIMUM SLOPE OF 1%. SLOPES GREATER THAN 5% SHALL BE PROHIBITED. ALL PRESSURE LINES SHALL BE PVC (CLASS 200 MINIMUM). 18) THESE PLANS ARE FOR THE SOLE PURPOSE OF DESIGN, APPROVAL AND INSTALLATION OF THE PROPOSED ONSITE WASTEWATER TREATMENT SYSTEM ONLY, AND HAS NOTHING TO DO WITH THE CONSTRUCTION OF THE PROPOSED BUILDING SHOWN OTHER THAN THE APPROXIMATE LOCATION AND ORIENTATION. 19) THE USE OF GARBAGE DISPOSALS IS STRICTLY PROHIBITED. 20) THE USE OF TUBS EQUAL TO OR GREATER THAN 100 GALLONS IS STRICTLY PROHIBITED. 21) THE GST IS TO HAVE A MINIMUM OF 2" OF ASTM C33 SAND DIRECTLY BELOW AND AROUND THE SIDES OF EACH UNIT TRENCH. 22) ALL LEACH FIELD PIPING IS TO BE 1" SCH 40 PVC OR EQUAL VALENT. THE PIPING OVER THE GST SHALL MEET THE REQUIREMENTS OF RULE 6.06.B.3.G (ALL OTHER PIPING IS TO BE SOLID). 23) PRIOR TO BACKFILLING OVER THE GST A FILTER FABRIC IS TO BE PLACED OVER THE TOP. ALL BACKFILL MATERIAL IS TO BE FREE OF LARGE ROCKS, ETC. IN BACKFILLING THE FOLLOWING SEQUENCE IS TO BE FOLLOWED: a) - SECURE FILTER FABRIC WITH HAND SHOVLED SAND. b) - FIRST HEAVY LOAD MUST BE PLACED OVER COVERED (FILTER FABRIC) PIPE. c) - SECOND AND THIRD LOADS ARE TO BE PLACED ON EITHER SIDE OF FIRST LOAD. d) - REPEAT 1 AND 2 UNTIL ENTIRE TRENCH IS BACKFILLED. e) - ALL BACKFILLING/GRADING SHOULD BE DONE IN 6" LIFTS. UPON COMPLETING ALL BACKFILLING COMPACT WITH A LIGHT TRACK MACHINE WITH CAUTION, AVOID CRUSHING OR SHIFTING OF PIPE ASSEMBLY. WHEN COMPACTING THE SOIL THE LIGHT TRACK MACHINE MUST FOLLOW THE DIRECTION OF THE PIPE ASSEMBLY (PARALLEL), DO NOT RUN THE TRACK MACHINE PERPENDICULAR TO THE PIPE ASSEMBLY. DO NOT USE A WHEELED MACHINE TO BACKFILL OVER ASSEMBLY AS THIS MAY CAUSE THE PIPE ASSEMBLY TO SHIFT OR IMPROPERLY SETTLE. 24) ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE RIDEM ONSITE WASTEWATER TREATMENT SYSTEMS REGULATIONS. 25) BILL OF LADEN SHALL BE PROVIDED TO THE DESIGNER FOR ALL SYSTEM COMPONENTS. 26) ACCESS LIDS SHALL WEIGH 50 LBS OR SHALL BE TAMPER RESISTANT AND MECHANICALLY FASTENED. EACH ACCESS OPENING SHALL HAVE A LABEL STATING "ENTRANCE INTO THE TANK COULD BE FATAL".



ONSITE WASTEWATER TREATMENT SYSTEM FOR TOWN OF JAMESTOWN LOCATED AT 1050 FORT GETTY ROAD JAMESTOWN, R.I.

Checklist table with columns for Drawn By (ADM), Checked By (PJF), Date (05/21/2024), Scale (1" = 20'), and a REVISIONS table.



AMERICAN ENGINEERING, INC. Professional Engineering & Land Surveying 400 South County Trail - Suite A 201 Exeter, Rhode Island 02822 DCofta@AmericanEngineeringRI.com Phone (401) 294-4090 / Fax (401) 294-3625

Sheet 1 of 2 sheets Drawing No. 124117





**LEGEND**

- CISF PRIMARY USE
- USE AGREEMENT
- FLEX USE
- SHARED STORAGE
- CISF ACCESS
- APPROXIMATE EXISTING SEPTIC SYSTEM
- CRMC JURISDICTIONAL LIMIT LINE

**Use Area**

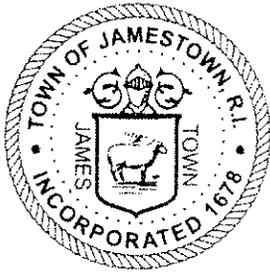
CISF Campus

July 2022

Jamestown, RI







**TOWN OF JAMESTOWN**  
Parks & Recreation Office  
P.O. Box 377  
41 Conanicus Ave.  
JAMESTOWN, RHODE ISLAND 02835

Recreation Office (401) 423-7260  
Teen Center (401) 423-7261  
Fort Getty (401) 423-7211  
Fax (401) 423-7229

**From:** Ray DeFalco; Parks and Recreation Director  
**cc:** Ed Mello; Town Administrator  
**Date:** 8/28/24  
**Re:** Bid Results for Recreation Software

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The parks and recreation department went to bid for a new Recreation Software that closed on August 9<sup>th</sup> 2024. After the solicitation process, the Town received one bid from Xplor Recreation. The bid submitted by Xplor Recreation is for \$12,000.00 per year.

Xplor Recreation has over two decades of experience specifically with Parks and Recreation departments. Their client roster includes municipalities like Boston, MA; Frisco, TX, and Oakland, CA.

They offer a comprehensive platform that streamlines operations, enhances customer experience, and reduces administrative burdens. Some of the most exciting improvements from our current software RecDesk include

1. Streamlined tent site reservations with interactive site maps
2. Intuitive program registrations with the most current pay service support
3. Custom mobile application with program reminder capabilities
4. 24/7 Support
5. Town website integration
6. Custom reporting and invoicing capabilities

Given that this bid meets the town's requirements and budget considerations, I recommend that the Town Council authorize the Town Administrator to proceed with signing the contract with Xplor Recreation pending review by the Town Solicitor.





Office of the Town Planner  
**MEMORANDUM**

**TO:** The Honorable Town Council, Nancy Beye, President  
Edward A. Mello, Town Administrator  
**FROM:** Lisa W. Bryer, AICP, Town Planner  
**RE:** Multi-Family Moratorium extension to March 18, 2025  
**DATE:** August 9, 2024

---

The most recent Zoning Ordinance Amendments were adopted by the Town Council at their meeting on March 11, 2024, and shortly followed up with a 6-month Moratorium on Multi-Family Dwellings and Projects on March 18, 2024 for 6 months, until September 18, 2024. The reason for the moratorium was to clear up some ambiguity and provide clarity on the appropriate density for such projects.

The Planning Commission has been diligently working on the next round of Zoning Ordinance amendments to address the 2023-2024 Legislative changes, including the multi-family amendments. The Planning Commission has only one additional section to review prior to sending the final amendments to the Town Council next month.

At their meeting on August 7, 2024, the Planning Commission approved a request to the Town Council for a 6-month extension of the moratorium until March 18, 2025 to ensure that the proposed changes are appropriately noticed and approved by the Town Council. The moratorium will be lifted prior to that date upon the passage of the Zoning Amendment.

C: Jamestown Planning Commission  
Roberta Fagan, Town Clerk

Enclosure: Resolution No. 2024-10



# Town of Jamestown Resolution of the Town Council

No. 2024-10

## A RESOLUTION ESTABLISHING A TEMPORARY MORATORIUM ON THE ACCEPTANCE OF APPLICATIONS AND THE ISSUANCE OF BUILDING PERMITS FOR MULTI-FAMILY DWELLING UNITS IN THE R-8, R-20, R-40, CL, AND CD ZONING DISTRICTS

The Town Council of the Town of Jamestown hereby resolves as follows:

WHEREAS an ambitious effort was undertaken over the past few years to update the Jamestown Zoning Ordinance to establish a vibrant Village District and Town; and

WHEREAS during the course of the zoning ordinance amendment process, several public meetings, workshops, and hearings were held to solicit public input; and

WHEREAS revisions to the draft of the zoning ordinance were made as a result of public input; and

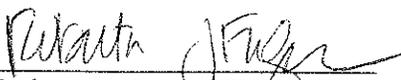
WHEREAS during the revisions process, an editing oversight occurred that would allow inappropriate density to occur in the Town by allowing the establishment of multi-family dwelling structures or projects within the R-8, R-20, R-40, CL, and CD zoning districts that will most likely compromise the health, safety, and welfare of the citizens of the Town resulting from overly dense development.

NOW, THEREFORE BE IT RESOLVED, that the Town Council of the Town of Jamestown hereby declares the imposition of a temporary moratorium on the application for and issuance building permits for multi-family dwelling structures or projects in the R-8, R-20, R-40, CL, and CD zoning districts in the Town.

1. This temporary moratorium is to remain in effect for six (6) months from the date of passage by the Town Council or upon the passage of a Zoning Ordinance amendment, whichever comes first, unless affirmative action is taken by the Town Council and for good cause shown to extend the moratorium period.
2. The Building-Zoning Official and Town Planner are hereby requested to provide a draft Zoning Ordinance amendment to address and remedy the issues raised in this moratorium as soon as possible for consideration and possible action by the Town Council.
3. The Building-Zoning Official is hereby instructed not to accept any applications for any type of permit to allow for the use or establishment of a multi-family dwelling structure or project in the R-8, R-20, R-40, CL or CD zoning districts for the length of this moratorium.
4. The Town Administrator is authorized to do and to take any and all actions to implement and effect this action of the Town Council of the Town of Jamestown.

This resolution shall take effect immediately upon passage.

Attest:

  
Roberta J. Fagan, Town Clerk

Passed By Town Council On:

March 18, 2024



<https://www.newportthisweek.com/articles/taxes-forcing-out-middleton-families/>

## Taxes Forcing Out Middletown Families

*By Newport This Week Staff  
on August 15, 2024*

Another multigenerational Middletown family has been forced out of Middletown due to an excessive assessment and upcoming taxes that they would have to pay on their year-round family home.

At 24 Perry, our family had to sell our older home and move out of Middletown after living there and raising our families. The property has been purchased by a realtor and contractor who were recently given permission to tear apart our home, put on a second floor, and make extensive renovations for the sole purpose of reselling it for a greedy profit. That scenario has happened to so many homes in this town.

This property will most likely fall into the hands of out-of-state buyers who have been destroying Middletown neighborhoods. Realtors and contractors are also driving up the prices of houses and rents. Our neighborhoods are being taken over by all types of people who come and go from these types of houses, bringing problems with them. This will force out even more Middletown residents who are just getting by or who are seniors on fixed incomes.

Middletown used to be a nice quiet neighborly place to live, a place where you knew your neighbors. Not anymore. The town of Middletown will win in the long run because they will eventually receive even more tax money to spend instead of looking into ways to reduce the town's out-of-control spending. Very sad.

**Timothy Corr** Middletown

**CAUTION:** This email originated from outside the Jamestown email system. Please do not click links or open attachments unless you recognize the sender and determine the content is safe.

Good Morning: Please see the attached Public Hearing notification and request for comment.

Cordially,

**Lisa Turner**

---

Lisa A. Turner, Programming Services Officer  
aka Office Manager and Record Keeper  
Coastal Resources Management Council  
Oliver Stedman Government Center  
4808 Tower Hill Road; Room 116  
Wakefield, RI 02879  
401-783-3370



State of Rhode Island  
**Coastal Resources Management Council**  
Oliver H. Stedman Government Center  
4808 Tower Hill Road, Suite 3  
Wakefield, RI 02879-1900

(401) 783-3370  
Fax (401) 783-2069

### **MEETING NOTICE**

Pursuant to the federal Coastal Zone Management Act of 1972, as amended, a public meeting will be held as part of the federal performance evaluation of the Rhode Island Coastal Resources Management Council. The meeting will be held at 6:00 p.m. on Tuesday, October 15, 2024, at the Rhode Island Department of Administration, 2nd floor, Conference Room A, One Capitol Hill, Providence, RI. The purpose of the meeting is to receive public comments regarding the operation and implementation of the Rhode Island Coastal Resources Management Council. Written comments are encouraged, and participation at the public meeting is not required for submission. Written comments should be sent to Michael Migliori, Lead Evaluator, NOAA Office for Coastal Management at [czma.evaluations@noaa.gov](mailto:czma.evaluations@noaa.gov) no later than Friday, October 25, 2024.

/lat

**RESOLUTION IN SUPPORT OF FUNDING FOR EMERGENCY TEMPORARY  
REPAIR OF THE CHARLESTOWN BREACHWAY WEST WALL**

**WHEREAS** the Town Council of the Town of Charlestown has been made aware that the west wall of the Charlestown Breachway, so-called, was damaged by the past winter's storms, and

**WHEREAS** the damage to the breachway has allowed continuous water flow, destroyed the adjacent dune system, which has increased sediment deposition in the breachway channel, and

**WHEREAS** these conditions have negatively impacted the water quality in Ninigret Pond and, importantly, created hazardous conditions for navigation, and

**WHEREAS** the current condition of the breachway wall has negatively impacted aquatic life, aquaculture operations, water quality, tourism revenue, fishing, and property values and,

**WHEREAS** temporary repair to the west side breachway wall failure will immediately relieve the ongoing sedimentation issues, thus improving navigation safety, restore the health of water in Ninigret Pond, and mitigate the negative economic impacts to the local community and State.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Charlestown hereby supports temporary repairs to the west side wall of the Charlestown Breachway and request that the Governor of the State of Rhode Island immediately appropriate the funding necessary to undertake these much needed temporary repairs, and

**BE IT FURTHER RESOLVED** that the Town Administrator and appropriate Town officials and employees are hereby authorized to undertake the steps and actions needed to effectuate this resolution and the Town Clerk is requested to distribute this resolution to neighboring communities and the local elected officials to the Rhode Island General Assembly.

This RESOLUTION shall take effect upon passage.

By resolution of the Charlestown Town Council at a meeting held on August 26, 2024.

Amy Rose Weinreich, CMC  
Amy Rose Weinreich, CMC Town Clerk

