

Approved as written  
**PLANNING COMMISSION MINUTES**  
**September 18, 2024**  
**6:00 PM**  
**Jamestown Town Hall**  
**93 Narragansett Ave.**

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

The meeting was called to order at 6:07pm. The following members were present:  
Michael Swistak – Chair  
Mick Cochran  
Bernie Pfeiffer  
Not present: Rosemary Enright – Secretary  
Duncan Pendlebury – Vice Chair  
Diane Harrison  
Dana Prestigiacomio

Also present:

Lisa Bryer, AICP - Town Planner  
Carrie Kolb – Planning Assistant  
David Petrarca, Esq. – Ruggiero, Brochu & Petrarca  
Ashley Sweet, Weston & Sampson

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

**III. Correspondence**

1. Approval letter for Jamestown Golf Course additional parking, 245 Conanicus Avenue, AP 8, Lot 283

Correspondence was recognized as received.

**IV. New Business**

1. CDBG – PY23 application consistency with the Comprehensive Plan - review, discussion and/or action and/or vote

Bryer explained that the Town applies for Community Development Block Grant (CDBG) funding each year and this round of funding is for housing. The town is applying for 3 projects. The Affordable Housing committee has made a recommendation to the Town Council with a priority listing of projects. The Town Council approved the priority list of projects. The Planning Commissions role is to insure the projects are not in conflict with the Comprehensive Plan. The town has held two public hearings on the CDBG funding.

The three projects are:

- 1) Funding for Jamestown Housing Authority to renovate bathrooms at the Pemberton Apartment complex. Amount \$500,000.
- 2) Funding to support creation of one permanently affordable single-family homeownership

opportunity on a lot to be subdivided and placed in a Jamestown/CCHC Housing Land Trust. Amount \$375,000.

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

A motion moved by Commissioner Pendlebury and seconded by Commissioner Cochran as follows:

The Jamestown Planning Commission hereby certified that all the community development and housing needs, particularly the needs of low- and moderate-income housing, were considered in the development of the city/town's currently state-approved, local Comprehensive Plan.

The Jamestown Planning Commission future hereby certifies to the best of its knowledge, the activities proposed are not in conflict with the general policies set forth in the Comprehensive Community Plan of the Town of Jamestown.

The motion carried by a vote of 6-0.

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

2. Comprehensive Plan kick-off Meeting with Weston & Sampson, Ashley Sweet, Planner. Overview of Purpose and Process of Update/Rewrite, Public Engagement Plan, Schedule, Budget – review, discussion and/or action and/or vote

Ashley Sweet, team leader at Weston and Sampson in planning group. She grew up in Jamestown. Sweet gave a Comprehensive Plan (Comp Plan) overview and purpose presentation – see attached. The purpose of the Comprehensive Plan is that it is a guidance document for long term planning and development that balances the needs in the community. Per State mandate, Comp Plans must be updated every 10 years.

#### Role of Planning Commission

- Work with the Planning Department to provide consultants with direction
- Review draft chapters
- Provide Planning Department/consultants with feedback
- Encourage public participation

#### Next Steps

- Existing conditions updates
- Start thinking about “vision”
- Finalize public engagement plan
- Schedule first public event

Discussion of public engagement ensued. Bryer asked what the best method of public engagement is because the Town has a charette in 2007 and people still talk about it because they felt that they were heard. Sweet said that extracting issues and opportunities from the 2015 Comp Plan is a good idea. Commissioner Swistak asked how many public engagement meetings will be scheduled. Sweet said that the scope is for two. Sweet can do another topical group discussion. Sweet hopes that website will get feedback as well.

Sweet explained that a meeting held in Cranston had tables with topics at each table. People had set times at each table and rotated through the whole room. Commissioner Pendlebury said he participated in a meeting in Providence where the tables didn't rotate and were picked out ahead of time.

Discussion of committees helping with the Comp Plan ensued. Commissioner Swistak said that each committee has work to do. Bryer said that for example the Affordable Housing Committee will review the housing section. Each committee will be given their chapters and the expectation is that they will respond to their accomplishments and future vision for the Chapter.

Discussion of Comp Plan website ensued. There will be a website dedicated to the Comp Plan. As sections are reviewed, they will be published on the website for the Town Council and public to review and comment on.

Discussion of Comp Plan at Planning Commission meetings ensued. Sweet will attend the second meeting of each month. She will coordinate with Bryer to get the Planning Commission all the information needed. Commissioner Swistak asked that the Comp Plan be put on the agenda of each meeting moving forward.

Discussion of next steps ensued. Bryer asked the Planning Commission to review the draft Public Engagement Plan included in the information packet. She would like assistance with identifying the key stakeholders. The Planning Commission should re-read the 2015 Comp Plan. Bryer will send a to do list.

The first public engagement meeting will be on Wednesday, November 13 or 20 from 6-9pm with food & drink served at 5:30pm. The location is TBD, but the thought is the Rec Center will be a large meeting venue to use.

## **V. Old Business**

1. Zoning Ordinance Amendments – nonconforming lots of record - review, discussion and/or action and/or vote

Bryer said that state law changes addressed substandard lots of record which can now reduce setbacks by a ratio of their substandard size. The State law has no distinction between residential and commercial. In Jamestown there are substandard lots of record in every district.

In Jamestown in the R-40 and R-80 zones only, if your lot is less than half the size then you go by the lesser size zoning requirements.

Discussion ensued regarding changing the setback in the CD zone for 0 to 5 feet. Commissioner Pendlebury asked about wanting commercial to have a 0-foot setback for first floor retail.

Petrarca said that there is a process for a retailer to get a dimensional variance if they need a less than 5-foot setback.

A motion was moved by Commissioner Swistak and seconded by Commissioner Cochran substandard lots of record changes a delineated in the memo to the Planning Commissioner from Lisa Bryer dated September 12, 2024 specifically changes to the front and side setbacks in the CD Zone and changes to section 82-908 for single non-conforming lots of record.

The motion carried by a vote of 6-0.

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

## **VI. Reports**

### **1. Planner's Report**

#### **A. Future meetings – topics and applications**

There will be a meeting on October 2, 2024. There will be two high-ground water applications that night.

A question was asked about the Grow Smart session in Newport on September 30? Bryer said she did not know about the agenda for the evening, however Grow Smart is a good organization and she did register for it.

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

### **1. August 21, 2024**

A motion was moved by Commissioner Pendlebury and seconded by Commissioner Cochran to approved the minutes of August 21, 2024 meeting as written. Commissioner Swistak abstained from the vote. All in favor.

## **VIII. Adjournment**

A motion to adjourn at 7:58 pm was moved by Commissioner Pendlebury and seconded by Commissioner Cochran. All in favor.

Attest:

Carrie Kolb