



**TOWN OF JAMESTOWN**  
P.O. Box 377  
93 Narragansett Ave.  
JAMESTOWN, RHODE ISLAND 02835

Approved as amended

Planning Office (401) 423-7210

**PLANNING COMMISSION MINUTES**

**October 16, 2024**

**6:30 PM**

**Jamestown Town Hall  
93 Narragansett Ave.**

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

The meeting was called to order at 6:34pm. 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  
Wyatt Brochu, Esq. – Ruggiero, Brochu & Petrarca  
Jeff Davis, Horsley Witten  
Ashley Sweet, Weston & Sampson

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

**III. Correspondence**

1. Memo to the Zoning Board, Susan and David Gorelick, 20 Bark Avenue, AP 16 Lot 38, High Groundwater Table and Impervious Overlay District – Zoning Ordinance Section 82-800 - Sub-district A
2. Memo to the Zoning Board, Chris Duva, 509 Seaside Drive, AP 3, Lot 14, High Groundwater Table and Impervious Overlay District – Zoning Ordinance Section 82-800 - Sub-district A
3. Conditional Administrative Subdivision, Rebecca Small, AP 5, Lots 270 & 271, Pole #17, Seaside Drive, Jamestown, RI
4. Administrative Subdivision, 1261 North Main Road LLC, AP 1, Lots 234 & 302, 1261 North Main Road, Jamestown, RI

Correspondence was recognized as received.

**IV. Public Hearing: Review, Discussion and/or Action and/or Vote**

1. Jamestown Subdivision and Land Development Regulation
  - a. Adopting of Regulations

A motion was moved by Commissioner Swistak and seconded by Commissioner Pendlebury to open the Public Hearing for the Jamestown Subdivision and Land Development Regulations. All in favor.

Bryer explained that State law changed in 2023 and 2024. Bryer presented background, definitions, procedures for review and approval, administration of regulations and amendments, appeals and conservation developments. Bryer said that Jeff Davis with Horsley Witten was present and thanked him for helping with the additional 2024 updates.

A handout with single pages with the changes to the Subdivision and Land Development Regulations was reviewed and discussed.

Discussion of Unified Development Review (UDR) ensued. A subdivision that requires a Special Use Permit and/or Variance previously needed to go before the Planning Commission and the Zoning Board of Review. Under UDR, the Planning Commission, can issue the Special Use Permit and/or Variance. It is similar to Comprehensive Permit Review for Low-and Moderate-Income projects.

Discussion of uniformity and consistency ensued. There are many instances in the document where Planning Commission, Administrative Officer, Special Use Permit, Variances, etc., are not capitalized. Bryer said that the document will be reviewed for uniformity and consistency.

Discussion of timing ensued. When discussing the time frames in applications are they business days or calendar days? Davis said that it is calendar days.

The Chair opened the hearing up to the public for comments. None were provided.

A motion was moved by Commissioner Swistak and seconded by Commissioner Enright to adopt the Jamestown Subdivision and Land Regulations as presented at the Jamestown Planning Commission Meeting Public Hearing as advertised in the Jamestown Press on October 16, 2024 to include the draft copy, and changes presented by staff at the public hearing and further changes discussed at the public hearing to include definitions, capitalization, and staff to check and update the cross references if necessary.

The motion carried by a vote of 7-0.

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

A motion was moved by Commission Swistak and seconded by Commissioner Enright to adjourn and close the public hearing at 7:05 pm. All in favor.

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

1. No items at this time

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

1. Zoning Ordinance Amendments - Review, Discussion and/or Action and/or Vote  
Additional zoning ordinance changes.

Bryer is ready to send the revised Zoning Ordinance to the Town Council and in the meantime, she has found a few other changes that are necessary. Bryer reviewed the additional Zoning changes.

Discussion ensued regarding groundwater table verification. The Town decides if a previous determination may be used, and it is the decision of the Town Engineer.

Discussion ensued regarding Accessory Dwelling Units (ADUs). The size of the ADU is limited to the size determined by the State law, whether it is within the footprint to the main dwelling unit or detached. An “as of date” was left out of the Zoning Ordinance, but was discussed. This allows someone to build large accessory structure, and then go back to add an ADU within the existing footprint, which is larger than the State law. Bryer will check which date should be used, the date when the State adopted the ADU ordinance, or when the Town adopts the Zoning Ordinance.

A motion was moved by Commissioner Swistak and seconded by Commissioner Pendlebury to authorized the Town Planner to incorporate the additional Zoning Ordinance changes presented at the 10-16-24 meeting and to include the “as of date” for Accessory Dwelling Units. All in favor.

2. Comprehensive Community Plan Update & Re-write 204/2025 -- Review, Discussion, and/or Action and/or Vote

Ashley Sweet with Weston and Sampson discussed the Comprehensive Community Plan updates & re-write for 2024/2025.

1) Review of Workshop Meeting Plan

The Public Workshop is set for Wednesday, November 13 starting at 5:30 pm at the Recreation Center. Sweet asked the Commissioners if they would like to help facilitate the discussion that evening or sit as participants. The Commissioners said that they will help as facilitators. Sweet said that the facilitators should stay neutral and are the scribes for the table. There will be 8 tables total at the Public Workshop. There will be topics to discuss and two tables each topic

Sweet said the doors will open at 5:30pm. There will be food and drinks. There will be easels with writing boards set up inside the room. Attendees will be able to write their responses to “what do you love about Jamestown” or “what are your areas of concern”

The program will start at 6:00pm. There will be a brief presentation by Weston and Sampson and then instructions on how the workshop will work.

The roundtable discussions will have pre-selected topics to discuss at four tables. Each table will have their own discussion, not the two tables with the same topics discussing together. Tables will report out, and then switch to the next table. At the end of the evening (Lisa – at the end or

in between) everyone will get 5 color stickers and dot vote on what they believe is the highest priority.

2) Project Website Review

The website that will be updated throughout the planning process is [planjamestownri.com](http://planjamestownri.com)

3) Review of Action Items from 2015 Comp Plan –

Bryer has sent to other groups sections of the 2015 Comp Plan for input. Harbor Commission, Conservation Commission, Affordable Housing, Rec Director and Public Works. The Planning Commission will look at responses once completed.

4) Vision and Preamble discussion

This item was not discussed at this meeting and will be on a future agenda.

**VII. Reports - Review, Discussion and/or Action and/or Vote**

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

**VIII. Approval of Minutes – Review, Discussion and/or Action and/or Vote**

1. October 2, 2024

A motion was moved by Commissioner Enright and seconded by Commissioner Cochran to approve the minutes of October 2, 2024 meeting as amended. All in favor.

Page 2: Sentence 2: add “OWTS” to read “advanced treatment OWTS system”

Page 4; section B: First paragraph: remove: “Build a high tunnel. Covered Nov – March to extent growing season for vegetables. Open for most of the year to grow through the summer.”

Page 4; section B: Fourth paragraph, first sentence: replace listed with ensued.

Page 5: Existing Conditions numbering corrected to 1 – 6

Page 5; Proposed Site Conditions numbering corrected to 1-5

**IX. Adjournment**

A motion to adjourn at 8:31 pm was moved by Commissioner Enright and seconded by Commissioner Cochran. All in favor.

Attest:

Carrie Kolb