

Town of Jamestown
Planning Board
September 20, 2021
6:00 pm in the Civic Center
Minutes & General Account

Planning Board Members Present: Sarah Glanville, Chair: Cara Arena, Jane Walker Payne, Ed Stafford, Donald Dale, Sherrie Richmond, Peggy Levi and Russ Walker

Council Member representative: Rebecca Mann Rayborn

Staff Members Present: Dave Treme, Interim Town Manager; Matt Johnson, Director of Planning; Katie Weiner, Town Clerk.

Visitors Present: Charlie Melvin, attorney for rezoning applicant

Call to order: Glanville called the meeting to order at 6 pm.

Roll call – Johnson called the roll as follows:

Sarah Glanville – present
Dennis Sholl – absent
Ed Stafford – present
Donald Dale – present
Robert Coons - absent
Cara Arena – present
Sherrie Richmond - present
Jane Walker Payne - present
Eddie Oakley - absent
Russell Walker –present
Peggy Levi - present

Rebecca Mann Rayborn – present

Approval of minutes from the November 9, 2020 and November 23, 2020 meetings- Walker made a motion to approve the minutes from the November 9th and 23rd, 2020 meeting. Stafford made a second to the motion. The motion was passed by a unanimous vote.

Public Hearing for request for recommendation regarding the adoption of the 2021 Comprehensive Plan- Matthew Johnson, Assistant Town Manager/Director of Planning, stated Chapter 160D requires municipalities to adopt a comprehensive plan or land use plan by July 1, 2022. Once adopted, it must be reasonably maintained per statute. Engagement with the community is required. A steering committee was selected and the Town hired a consultant, Benchmark Planning, to help with the update process. Because of the Covid 19 pandemic, the committee and consultant met over 15 times to gather information conducting meetings via zoom and streaming them on the Town’s YouTube channel along with a survey. The document for consideration tonight is the culmination of over two years of work.

Staff recommends the board recommend adoption of the updated 2021 Comprehensive Plan to the Town Council.

Benchmark Planning representative Vagn Hansen gave an overview of the plan.

Chairperson Glanville opened the Public Hearing at 6:27 pm.

1. Robert Frederick, 500 Windwood Drive, stated he thanks the committee members for volunteering their time. He had taken the guiding principles from the plan particularly in number six regarding convenient access for everyone to a wide variety of parks, open spaces and recreational opportunities and number eleven regarding protecting the quality and health of the natural environment. In the land use map and description of parks, it appears this is only included because these areas are already designated as parks and have low development potential. He is concerned that the future growth plan does not include parks particularly along the commercial corridor. The area is intended to promote higher density multi-family developments. Do we really want to plan for another Wendover Avenue along our Town's border? Won't that put undue pressure on the Town's current businesses? Let it be a bypass and not a stop and shop area. Thank you for your consideration.
2. Carol Brooks, Jamestown News, said she does not normally speak at these meetings, but she had a complaint about the pages that only have a very small town logo on them. Please put the logo on the next page so as not to waste paper.

As there were no others to speak, Chairperson Glanville closed the Public Hearing at 6:32 pm.

Vote on Recommendation to Town Council – Member Stafford made a motion to recommend adoption of the 2021 Comprehensive Plan to the Town Council. Member Arena made a second to the motion.

Roll call vote – Town Clerk Weiner took the roll call vote as follows:

Sarah Glanville – yes
Ed Stafford – yes
Donald Dale – yes
Cara Arena – yes
Sherrie Richmond - yes
Jane Walker Payne - yes
Russell Walker –yes
Peggy Levi – yes

The motion was passed by a unanimous vote.

Public Hearing for request for recommendation regarding several updates to the Land Development Ordinance - Assistant Town Manager/Director of Planning stated the majority of updates are minor and have to do with cleanup of language and added a minimum housing code. The Town contracted with Alliance Code Enforcement (ACE) who recommended the current code be updated to include how the Town deals with non-residential code violations, abatement code and sign ordinances. Because Anna Hawyluk, Town Planner, and the ACE representative are not able to attend tonight's meeting, staff recommends opening the Public Hearing and continuing it without advertisement to the regularly scheduled November 8, 2021 meeting.

Member Payne made a motion to continue the Public Hearing to the November 8, 2021 meeting without further advertisement. Member Richmond made a second to the motion. The motion passed by a unanimous vote.

Updates to the Planning Board's Rules of Procedures - Matthew Johnson, Assistant Town Manager/Planning Director, stated the Rules of Procedure need to be updated to comply with statute 160D related to conflicts of interest. Updates were discussed in a joint meeting with Council in August. There is a change to the time and location of the meetings from 6:30 pm to 6:00 pm and from the Town Hall to 301 E. Main Street or Town Hall. There are also some minor changes for clarification and grammar correction. Staff recommendations approval of changes as presented.

Vote on updates to Planning Board's Rules of Procedures

Member Dale made a motion to approve the changes to the Planning Board Rules of Procedure, as presented. Member Walker made a second to the motion. The motion was passed by a unanimous vote.

Consideration of date for next regularly scheduled meeting- Assistant Town Manager/Director of Planning, requested the board set its next regular meeting to November 8, 2021.

Vote on consideration for next regularly scheduled meeting

Member Levi made a motion to set the next meeting for November 8, 2021. Member Dale made a motion to the second. The motion was passed by a unanimous vote.

Public Comment Period - none

Adjournment

Member Richmond made a motion to adjourn at 6:43 pm. Member Levi made a second to the motion. The motion passed by a unanimous vote.