

January 20, 2026

Planning Commission  
City of Jamestown, ss:

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Proceedings by Authority

Police Training Room  
Fourth Floor, Municipal Building

The regular meeting of the Planning Commission for the City of Jamestown, New York was held on Tuesday, January 20, 2026 at 3:30 p.m. and was livestreamed.

Members Present: Chairman Mike Laurin, Greg Lindquist, Mark Roetzer, Sarah Gilbert, Jeffrey Nelson

Members Absent: Dylan Monroe, Tom Nelson

Others Present: City Clerk/Treasurer Jennifer John, Principal Planner Jason Kulaszewski, Councilman Doug Scotchmer, Peter Miraglia, Ellen Ditonto, Kenny Garcia

Chairman Mike Laurin called the meeting to order at 3:30 p.m.

### **PUBLIC COMMENT**

No one from the public appeared to speak before the Planning Commission.

### **Approval of December, 2025 Minutes**

Mr. Lindquist moved to approve the December, 2025 Minutes, seconded by Mr. J. Nelson.

Carried: 5 – 0

### **UCAN Women's & Children's Shelter at the former Jamestown Business College**

Chris Cook, the architect for the UCAN City Mission, along with Steve Forsell, and Joe Rollman attend the Planning Commission meeting to introduce and provide an overview of the project. The new site will be located within the former Jamestown Business College mansion. The project will convert the space from an educational facility run by UCAN City Mission for women and children's emergency shelter.

The occupancy of the building is currently listed as educational, and it will be changed to R-4. The current building will be split between St. Susan Center and the UCAN Women's & Children's Shelter. There is currently a connector between the two existing buildings. That will be removed and a sidewalk will be put in its place on the north edge. A proposed play area will be added to the back of the property. The site is staying the same size along with the parking access across the street. The current parking lot will be used for staff parking, and will remain as is.

January 20, 2026

They are working to separate the utilities from the connected buildings and make them into separate entities. The basement will be mechanical storage with no programming space. The first floor has a grand staircase and trim, and stained glass that will remain with the building as they are undamaged and have been preserved. The flow of the building will remain the same, with the addition of a ADA guest room toward the back, and an accessible bathroom in the upper left corner. A living room, office, and dining space will be available as well, however there is no kitchen space in the facility. The idea is just to have a warming kitchen to make meals occasionally. The thought is that the St. Susan Center might handle some of the food needs.

On the second floor, some of the classrooms will be converted into smaller bedroom spaces that will have a bed, closet, nightstand and chair. The aesthetic will be remaining the same, with some electrical upgrades, additional fire alarms, etc. Between the first and second floors, there will be eight bedrooms. Each level will have one bathroom. Bedrooms can host a single mother and their children.

The floor of the building is a walk-up attic. The proposed use of this space is for HVAC servicing and storage. There will not be habitable space on the third floor.

The grand exterior character of the building will not be changed, aside from some repairs and the removal of the Jamestown Business sign. The front entry door is the original door and that will remain as well. The building will be ADA compliant with an exterior entry. The grade slopes so the walkway will come off the front sidewalk to the new sidewalk and be flush with the first floor (porch level). The walkway to the front will be a ceremonial entrance and will be repaired where needed. The side entrance won't have heavy landscaping around it and will be more utilitarian in nature.

Following the "untangling" of the utility services into services for UCAN and St. Susan Center separately, the new service routing corridors will be created. Asbestos and lead testing have taken place. There was a positive test for asbestos, and the affected areas will be remediated.

The play area in the back of the property will be fenced in with a wooden stockade fence with two entry points, that will surround the play area and end at the side of the building. The wood stockade fence offers more privacy and has a permeable surface. The goal is to keep the clients from the St. Susan Center and the UCAN shelter separate from one another. There will be roughly two staff members on site for evening and night shifts, during the day, staff levels will depend on the programming offered at that time. There will be a full security system in and around the building, that is being partially funded by HUD. At the rear of the play area there is a grade drop-off, down to the Westgate Plaza. A chain link fence is there for protection and separation.

Ms. Gilbert asked about the availability of meals when the St. Susan Center is not open (during the evenings and on Sundays), as there will not be a kitchenette in the UCAN Shelter. Mr. Cook noted that UCAN will have a full kitchen, just not an industrial kitchen. The St. Susan Center may prepare meals and package them to be reheated as needed. One of the goals is to teach cooking skills to the clients that come in.

Mr. Miraglia asked about the one bathroom shared with eight bedrooms. It was noted that the bathroom would be expanded. The second-floor bathroom will consist of more than one stall and shower. Staff and clients will share bathrooms, as there is not a dedicated staff

January 20, 2026

facility. The first-floor bathroom will be ADA compliant. The total footprint of the building is roughly 1,900 square feet with 3,800 square feet programmatically.

HUD will have a checklist for their approval process that will be completed for the grant application. Areas include building programming, services provided, safety features, security features, etc. Mr. Kulaszewski will check to see if Planning Commission approval is contingent on HUD approval. Generally, they just need to identify what approvals are needed as part of the SEQR process. HUD approval is more for financing than anything else.

Ms. Gilbert stated that if the budget allows, she would much rather see a wooden stockade fence surrounding the play area instead of a chain link fence if the budget allows. The developers agree that a wood fence would be preferable. The landscaping will depend upon what type of play equipment is installed in the area. Most structures have safety fall areas surrounding them as well. It was recommended that shade trees be planted as well.

It was noted that the ramp walkway leading to the first floor will need to be eased as it is not fully on UCAN property. More information will be forthcoming in the future. Potentially, the sidewalk could be used as a secondary egress for St. Susan Center as well.

Ms. Gilbert asked about trash collection and storage. The developers noted that the plan is to have dumpsters across the street in the parking area.

The hope is to have bids come in during the spring, with work beginning through the summer season and wrapped up by the fall. This isn't a massive project. Mr. Kulaszewski asked that drawings be available next month for commissioners to review at the next Planning Commission meeting.

## **Upcoming Projects:**

### **Gateway Lofts Approval (extension request)**

Mr. Kulaszewski spoke on updates to the Gateway Lofts project. The project was approved originally in 2020 and has come before the commission for an extension. Their current extension expires in March, so the hope is to request approval from the Planning Commission and the Zoning Board of Appeals prior to the March deadline. He included a copy of the previously passed extension in the member packets for review. This isn't a full approval, just an extension. A project representative may come before the Planning Commission during their February meeting to provide a status update as it stands, so the extension vote can be based on the most current information available. There are no changes to the project.

### **CARTS Hub**

The CARTS Hub project will appear on the February Planning Commission agenda. The project has changed a bit due to environmental issues. The hope is to have it voted on during the March meeting.

## **Department of Development Updates:**

### **Comprehensive Plan update and timing for review**

The Department of Development has been working through the Comprehensive Plan process, and it is currently under internal review. They have met with CNS's marketing team that will work to pull together their goals, strategies, and recommendations into a data visualization document. The hope is to begin the approval process with the Planning Commission within the next couple of months. The process requires a public comment period and public review. The DOD is working CNS to ensure the document is ready for public consumption. The plan will require full environmental review for the SEQR by staff, Planning Commission, and the City Council prior to adoption. They would have to have all steps completed and the Comprehensive Plan adopted by summer time in order to begin the Zoning Plan updates. The Zoning Plan updates will also come before the Planning Commission and require a public comment period, as well as City Council approval. He asked that members of the ZBA participate in the Zoning Plan updates as well.

### **Safe Streets for All stakeholder kickoff**

It is very important that this project get off and running, as the number of fatal pedestrian accidents has been growing. The Safe Streets for All kickoff meeting will be held in the last week of January with the internal stakeholder group. The stakeholder group includes the YMCA, YWCA, UPMC Chautauqua at WCA, Jamestown Community College, Jamestown Police Department, and the Jamestown Public School District, Jamestown Fire Department. This meeting will guide a year-round planning process. Public engagement sessions will occur in the Spring at the Prendergast Library.

Councilman Scotchmer noted that this project has been discussed during the Public Works Committee meeting of the city council, regarding the pedestrian/traffic accidents. There is a push to look at traffic changes around Love School to ensure a safer drop-off/pick-up location for the students.

Mr. Kulaszewski asked that if anyone hears of these types of accidents, to please share them with him to help prioritize locations in need of pedestrian safety measures.

### **Chadakoin Basin Activation Project Introduction**

Mr. Kulaszewski provided a presentation to highlight priorities for the Chadakoin Basin Activation Project. Priorities include open air shops, performance spaces, a food truck area in the north basin, a kayak launch in the south basin near the BPU, with a dock for a water taxi, as well as gardens with pathways. A lot of earth work will be needed, which is quite costly and does not currently fit within the budget. The group has been meeting to prioritize various portions of the project. They have spoken with CNS on an engineering study to see what it would take to do the earth work. The study showed that in order to do what was proposed in the north basin, the project would use up all of the available funding.

January 20, 2026

The group decided that instead of using all the money for the north basin earth work, instead to look to the south basin where there are other more attainable projects to do. The project that was decided upon due to budget constraints and feasible options is a south basin project. This would include a Steele Street pedestrian gateway. They will focus on the project that is not owned by the BPU to keep the project moving forward while they determine the potential of their own complimentary project. The city-based project will include the pedestrian gateway off of Steele Street that would include pedestrian markers, a welcome kiosk structure, a boat launch into the Chadakoin River, an ADA kayak launch, and parking improvements. There is a hope that a kayak rental company might be available on site to provide boats for a fee for those interested in using the river. Mr. Lindquist wanted to make sure there was enough parking available for those who wish to utilize the area. Mr. Kulaszewski will bring it up to the group during the next meeting. Mr. Miraglia asked if there was a plan to bring businesses and restaurants down to the river. Mr. Kulaszewski noted that there are opportunities for that, but maybe not during phase 1 of the project. Mr. Miraglia suggested that people may not visit the area if there isn't a draw or an activity to promote safety. Later phases of this project might encompass more business development, etc.

The Panzarella Point Park has a wharf that is in need of repair. The idea is to have a pier that would allow small boat crafts, water taxis and fishing, however, with the wharf in disrepair it was decided to kind of combine the two projects.

Mr. Lindquist asked if there were plans for a trash removal system at the Warner Dam. Mr. Kulaszewski believes that a boom will be placed near the dam to keep debris and boaters away from the dam. Councilman Scotchmer has been in contact with John Jablonski from the Watershed Conservancy regarding the trash issue as well. The hope is to manage the trash to keep it away from the dam and subsequently flowing down the river. Mr. Kulaszewski believes the boom would keep boats, traffic, plastics, etc. from making its way to the dam.

Julia Cielsa-Hanley asked if there had been any conversation about adding public restrooms to the area. Mr. Kulaszewski noted that restrooms have been discussed with the BPU as they are considering revamping their customer-facing area, which would allow for public restrooms.

There being no further business, the meeting was adjourned.

Jennifer John City Clerk/Treasurer