

APR 31 2026



TOWN OF COVENTRY
Department of Planning & Development
1675 Flat River Road, Coventry, RI 02816

ZONING BOARD OF REVIEW INSTRUCTIONS



DEADLINE AND HEARING DATE

APPLICATION DEADLINE:

4/30/26

PLANNING BOARD HEARING DATE (IF REQUIRED):

5/27/26

ZONING BOARD HEARING DATE and TIME:

GENERAL INFORMATION

The Zoning Board of Review (ZBR) is comprised of five regular members and two alternates. Members are appointed by the Coventry Town Council and serve terms of five years (alternate members serve one-year terms). The Town Solicitor provides legal advice to the ZBR.

Hearings are held in the Town Hall Council Chambers, 1670 Flat River Road, on the first Wednesday of each month at 7:00 p.m. unless otherwise specified. All applications must be submitted at least twenty-eight (28) days prior the next scheduled hearing. Hearing and filing deadlines are online and may be obtained at the Planning Department. The applicant is responsible for the application fee as set forth in Section 3130 of the Zoning Ordinance.

Applicants must appear at the ZBR in order for the application to be heard. An individual may either represent him or herself before the ZBR or be represented by an attorney; however, an attorney is required for any appearance on behalf of any limited partnership, corporation, LLC or other business, social, or fraternal organization.

CHECKLIST FOR SUBMITTAL OF A COMPLETE APPLICATION

- Completed and signed application (1 original and 10 copies)
- Abutters map, list and Affidavit of Notice (11 copies)
- Verification of updated tax payments (1 copy)
- Site plan showing roads and parking areas, existing and proposed buildings, measurement of structures from property lines, buildings on adjacent properties. Applicants do not need to employ surveyors or engineers, but measured drawings to scale are required (11 copies)
- Floor plans, if applicable (11 copies)
- Sketches of proposed buildings and/or additions (11 copies)
- Filing Fee (see 3130 of the Zoning Ordinance) OR consult with staff. Fee should be clipped to the front of the application. Additional fees may apply
- Written narrative describing the project and why the requested relief is necessary

INSTRUCTIONS (PLEASE READ INSTRUCTIONS CAREFULLY)

1. **Complete the application form.** All requested information must be provided before the application will be accepted. The application must be legible and signed by the property owner(s) and applicant(s). Staff will provide the proper Zoning Ordinance Article and Section information on the application, if needed.
2. **Gather supporting documentation.** Request verification from the Tax Collector's Office that taxes are up-to-date on the subject property.
3. **Prepare and gather plans, illustrations and visuals.** Final site plans, floor plans, sketches of proposed buildings/additions, if applicable. Illustrations of the proposed relief from the Zoning Board must be submitted. Plans must give a clear indication of the proposed room layout and work entailed, including length, width, height of proposed construction, materials to be used, structural requirements, etc.
4. **File application package with the Planning & Development Department.** The filing deadline is 28 days prior to the hearing date. To allow sufficient time for review of all application materials, the completed application package must be filed with the Planning Department before 3:30 p.m. on the deadline date. The applicant should maintain contact with staff, and provide any visuals (in pdf or jpeg format) that they would like to the ZBR to review at the meeting.
5. **Prepare and send public notices.** Planning & Development staff will provide an Abutters List for your project and a form letter that must be used in public notices. Public notices must be sent by certified mail at least **21 days** in advance of the hearing. Applicants must return the RECEIPTS from the certified mailing and a notarized Affidavit of Notice attesting that they have prepared the public notice as instructed. Accuracy is EXTREMELY important as an improper notice will delay the application process.
6. **Present application to the Zoning Board of Review.** Note: Some applications require larger venues to accommodate interested residents. These meetings are generally outside of the regular schedule. Any applicant who cancels within 48 hours of the hearing for any reason will be charged for all expenses incurred by the Town to reschedule, including Town staff time, Police detail and any other expenses. Regularly scheduled meetings begin promptly at 7:00 p.m. The order of the agenda is determined on the night of the hearing by the Chair. After the application has been read into the record, the applicant(s) come forward to be sworn in and are asked to explain the application. Plans are reviewed and any other information which would be helpful (i.e. photographs) may be presented at this time. Questions will be asked by the Board members and any testimony to be given will take place. Members of the public are then given the opportunity to speak in favor or against the application. Generally, after a hearing, all applications are taken under advisement by the Board for a month. The matter is discussed during the work session of the next regularly scheduled meeting and decisions are usually rendered thereafter.
7. **Attend meeting where ZBR Decision is ratified and wait for appeal period.** After the application is presented before the ZBR, a written decision is prepared by the Town Solicitor and mailed to the applicant(s) which will set forth the facts and findings of the application and clarify any stipulations placed on the decision. Zoning decisions are recorded in the Town Clerk's Office, and a 20-day appeal period effectuates from the date of filing allowing the opportunity for any opposing individual to appeal the decision to the Rhode Island Superior Court. In the event of an appeal, the decision of the Zoning Board may be stayed until a final determination by the Court. If the decision is not appealed, a building permit application for proposed construction may be submitted to the Building Official's Office after the 20-day appeal period has passed.

ZONING ORDINANCE RELIEF REQUESTED

Specify the Zoning Code Reference for the relief sought, including the Zoning Ordinance Article, Section and Use Code (if applicable)

255-1210 (loading space)
255-1730 (landscape buffer)
255-1230(D) (Distance from intersection)
255-1230(B)(1) (Traffic study)
255-1230(E) (Driveway spacing)

Describe the proposed alterations, additions, new buildings or other activity requested (including size and height):

Be sure to explain the relief that is being requested and how it is different from the Zoning Ordinance

We would like to build an art studio with these dimensions 28' deep x 38' wide
Code requires a 50' landscape buffer as well as a loading space.
Both of which are not feasible given the size of the building and property
Code also requires the curb cut be 150 ft. from the nearest intersection, where the curb cut is ~~65~~ 75 ft.

List other TOWN Committees or Boards that will review the proposal:

Boards and Commissions

Describe the conditions or hardship that requires the applicant to deviate from the Zoning Ordinance, such as the physical condition of the property, loss of property use, effect on surrounding properties.

The lot and the building are simply too small for, ^{requested} + curb cut requirement buffer and loading space. A variance is not granted, the art studio which is a allowed use could not be built.


By signing this application, I understand that plans cannot be altered once the Board has approved or disapproved of them. They are incorporated as part of the decision and are final.

Applicant Signature:


Date:
5/5/26

Applicant Signature:

Date:

Owner Signature:


Date:
5/5/26

Owner Signature:

Date:



NOTICE OF PUBLIC HEARING BEFORE THE ZONING BOARD OF REVIEW

Dear Property Owner:

In accordance with Article 4, Section 423 of the Coventry Zoning Ordinance, you are hereby notified that the Applicant identified below has submitted an application for relief from the Zoning Board of Review. A hearing before the Zoning Board will take place in the Town Hall (Town Council Chambers) at 1670 Flat River Road, Coventry, RI 02816 on:

DATE OF
ZONING
BOARD
HEARING:

pc 5/27/26

TIME: 6:30

All meetings are open to the public, and the public is allowed to provide comment. If you have any questions, please contact the Department of Planning and Development at 822-9196.

Applicant
Name(s):

Michael Janellz

Applicant Address:

10 Brassie court Coventry, RI

Application For:

- Special Use Permit (See Zoning Ordinance, Section 430)
- Use Variance (see Zoning Ordinance, Section 450)
- Dimensional Variance (see Zoning Ordinance, Section 455B)
- Appeal of Building Inspector/Zoning Enforcement Decision (see Zoning Ordinance, Section 412)
- Time Extension Request

ZONING ORDINANCE RELIEF REQUESTED

Specify the Zoning Code Reference for the relief sought, including the Zoning Ordinance Article, Section and Use Code (if applicable)

255-1210
255-1730

Project Name

Janelle art studio

Plat

56

Lot(s)

77

Street address or
Location

420 Washington St

Zoning District

VMC

Application for a Dimensional Variance from the Zoning Code

Rhode Island General Law §45-24-41 states that "An application for relief from the literal requirements of a zoning ordinance because of hardship may be made by any person, group, agency, or corporation by filing with the zoning enforcement officer or agency an application describing the request and supported by any data and evidence as may be required by the zoning board of review or by the terms of the ordinance."

There are four criteria that the Zoning Board of Review will take into consideration when reviewing an application for a Dimensional Variance. Please note that all four criteria must be answered. Failure to do so may result in an application being deemed incomplete.

§45-24-41(d)(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)":

The land is too small for the required buffer zone and loading space, + curb cut is pre-existing.

§45-24-41(d)(2): "That the hardship is not the result of any prior action of the applicant":

The lot is pre existing applicant has made an attempt to sub divide

§45-24-41(d)(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 variance(s) is necessary for the art studio which is a allowed use ~~but~~ in the VMC zone

§45-24-41(e)(2): "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."

if the variance(s) is not granted the
Property would be unbuildable for my art studio.
(art studio allowed use)