



Town of South Kingstown

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HISTORIC DISTRICT COMMISSION – SPECIAL MEETING AGENDA

Wednesday, December 9, 2020 at 5:30 p.m.

VIA ZOOM VIRTUAL CONFERENCE – WEBINAR I.D. # 935 2521 0073

COMPUTER ACCESS LINK

<https://southkingstownri.zoom.us/j/93525210073>

TELEPHONE ACCESS NUMBERS

+1 301 715 8592	+1 312 626 6799	+1 929 205 6099
+1 253 215 8782	+1 346 248 7799	+1 669 900 6833

For Additional Instructions About Accessing the Meeting See the Pages Following the Agenda

AGENDA ITEMS:

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES: [11/5/2020 Draft Minutes](#)
4. CORRESPONDENCE AND PUBLIC COMMENTS: None.
5. OLD BUSINESS:
6. NEW BUSINESS:
 - a. **Certificate of Appropriateness: 2590 Kingstown Road, Assessor's Plat 23-3, Lot 28** – Discussion and possible action on application for proposed replacement of storm windows and screens, Luke Realty Trust, Kevin Luke, Trustee, owner/applicant: [COA-Application 2590 Kingstown Rd](#)
 - b. **Discussion re: Proposed Cottage Zoning Ordinance** – Discussion of potential historic preservation implications of a proposed ordinance for cottage developments under consideration by the Planning Department. [DRAFT Cottage Community Ordinance](#); [Draft Cottage Regs Illustrations](#); [RY's Questions on Cottage Communities & KHD](#)
7. UPDATE FROM STAFF ON PLANNING DEPARTMENT ACTIVITIES:
8. NEXT MEETING DATE & AGENDA ITEMS:
 - a. Thursday, February 4, 2021
9. ADJOURNMENT:

TECHNICAL DIFFICULTIES

Should anyone experience technical difficulties in participating in this meeting, please immediately contact Brian Wagner, Senior Planner, either by phone (401-789-9331 ext. 1241) or email (bwagner@southkingstownri.com) during the meeting. We will do our best to help resolve any technical issues that may occur.

SEE THE FOLLOWING PAGES FOR INFORMATION ON JOINING THE MEETING BY COMPUTER (ZOOM) & TELEPHONE

INSTRUCTIONS TO ACCESS THE MEETING:

A. APPLICANTS, BOARD MEMBERS & INVITED GUESTS

Applicants, Board members and invited guests should use the invitation provided via email to access the meeting. If you cannot find the email invitation provided to you in advance of the meeting you may join using the instructions above for public access.

B. MEMBERS OF THE PUBLIC:

The public can join this Zoom meeting electronically by computer, smartphone or tablet using the instructions below. If you do not have a smartphone or other electronic device capable of joining the Zoom meeting room, you may also join by telephone only.

Testing Computer & Audio Equipment

Attendees are encouraged to test their internet connection and audio capabilities in advance of the meeting. Please use the following link for detailed information from Zoom on how to test your equipment:

<https://support.zoom.us/hc/en-us/articles/115002262083>

Accessing the Zoom Meeting via Computer, Tablet or Smartphone:

- **Click on this link to join the meeting:** <https://southkingstownri.zoom.us/j/93525210073>
- When prompted you will be asked to join via computer audio, or telephone. Use of computer audio is recommended, however you can also use your telephone for audio.
- When you enter the meeting room, your phone will be muted.
- You will be able to view site plans, see members, and listen to discussion in the Zoom meeting
- If you would like to speak during the meeting, use the 'raise your hand' feature of the Zoom platform to inform the host. Speakers will be recognized individually by the Planning Board chair. Once recognized you can share your comments via audio.

Accessing the Meeting by Telephone Only:

- If you do not have access to a device capable of accessing the internet-based Zoom meeting, you may use your telephone to join the meeting.
- **Dial any one of the following telephone numbers to join the meeting** (for higher quality, dial a number based on your current location):
 - **+1 301 715 8592**
 - **+1 929 205 6099**
 - **+1 346 248 7799**
 - **+1 312 626 6799**
 - **+1 253 215 8782**
 - **+1 669 900 6833**
- If prompted to enter a Webinar ID, use your phone to dial the following ID: **935 2521 0073**
- When you join the meeting, your phone will be muted.
- If you would like to speak regarding an application, *dial *9 to 'raise your hand,'* and inform the host. You will be recognized to speak. Once recognized to speak you *dial *6 to mute or unmute your telephone.*

Basic Troubleshooting when Speaking:

If you have been recognized to speak, but cannot be heard in the Zoom meeting use the following steps to troubleshoot your computer audio, or telephone connection.

- Ensure your microphone or telephone is unmuted. For users joining the meeting in the virtual meeting room you will find your 'mute' control in the lower left hand corner of the Zoom meeting screen. For telephone only users, dial *6.
- If you still cannot be heard and have joined by computer audio, you may need to switch to a telephone to improve the audio connection. Click on the 'drop-down' menu located beside the 'mute' control on the screen to change your audio connection to telephone. Use the information that pops-up on the Zoom screen to join the meeting using a telephone. You will need to enter a meeting id after calling the phone number, and a participant ID.
- If you are still unable to be heard, you may need to disconnect from the Zoom meeting and rejoin. If you rejoin the meeting and still cannot speak, use the 'Q&A' function on the Zoom screen to inform the host that you cannot be heard.

Accessing Documents & Site Plans:

To access documents, and view site plans discussed during a meeting, please use the [blue](#) hyper-links embedded on the meeting agenda.