



TOWN OF SOUTH KINGSTOWN

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Planning Department

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HISTORIC DISTRICT COMMISSION – AMENDED MEETING AGENDA

Thursday, January 27, 2022 at 5:30 p.m.

VIA ZOOM VIRTUAL CONFERENCE – WEBINAR I.D. # 943 2094 2322

In accordance with executive Order 22-01, signed by Governor McKee on January 7, 2022, this meeting will be conducted virtually via the Zoom internet-based meeting platform.

Instructions for accessing this meeting can be found at the end of this Agenda. An electronic copy of this agenda with the meeting link is available on the Town website via the “Agendas & Minutes” button or the Town Calendar.

COMPUTER ACCESS LINK

<https://southkingstownri.zoom.us/j/94320942322>

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

Historic District Commission Members

Chair - Richard Youngken

Vice-Chair - Shantia Anderheggen

Karen daSilva

Andrew Martinez

Linda Stedman

Murray Gates

AGENDA ITEMS

Please be advised that the Historic District Commission intends to discuss and/or act upon each and every item appearing on this agenda.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES: [Draft Minutes 12/2/2021](#)
4. ELECTION OF OFFICERS: Nomination, discussion and action to elect HDC Officers for 2022.
5. OLD BUSINESS:
 - a. **Implementation of Historic & Cultural Resources Element of 2021 Comprehensive Plan** –Discussion of actions to implement those elements of the 2021 Comprehensive Plan that fall within purview of the HDC.
 - b. **COA Application Form** – Discussion and possible action to adopt a new application form and, if approved, to revise the Guidebook to include the new application.
 - c. **Local Preservation Awards** - Discussion and possible action to identify award categories and nominate recipients.
6. NEW BUSINESS:
 - a. **Kingston Station Signal Tower** - Discussion and possible action regarding preservation of the railroad signal tower on the RIDOT right-of-way north of Rte. 138 and east of the rail corridor in Kingston.
 - b. **Town Historic Documents** - Discussion and possible action on inventorying, identifying and taking steps to preserve historic town documents.
7. CORRESPONDENCE & PUBLIC COMMENTS: [1/18/22 Memo to Manager & CLG Application re: HDC Training](#); [1/18/22 Memo to Manager & CLG Application re: SCAA Grant](#)
8. UPDATE FROM STAFF ON PLANNING DEPARTMENT ACTIVITIES:
9. NEXT REGULAR MEETING DATE & POSSIBLE AGENDA ITEMS: Thursday, February 24, 2022
10. ADJOURNMENT:

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/94320942322>
- 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 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: **943 2094 2322**
- 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.