



**HISTORIC DISTRICT COMMISSION  
MEETING MINUTES**

**TUESDAY, APRIL 14, 2020, 6:00PM**

**CONVENED ELECTRONICALLY FROM: NARRAGANSETT TOWN HALL**

**NOTE: THIS MEETING IS NOT OPEN FOR ONSITE ATTENDANCE**

**PLEASE SIGN IN VIA COMPUTER OR CELLPHONE APP USING THE ZOOM ACCESS CODE OR DIAL IN FOR AUDIO ONLY VIA ONE OF THE NUMBERS BELOW.**

**Computer: <https://zoom.us/j/8719170546>**

**One tap mobile: +19294362866,,8719170546# US (New York)**

**Dial-in only: 1 929 436 2866 US (New York), 1 312 626 6799 US (Chicago)**

**Meeting ID: 871 917 0546**

CONVENE: Chairman Lescarbeau called the meeting to order at 6:05pm.

ROLL CALL: Keith Lescarbeau-Chairman-*via Zoom*, Robert Shields-Vice Chairman-*via Zoom*, Kristen Connell-Secretary-*via Zoom*, Judy Kenower-*via Zoom*, Americo Mallozzi-*via Zoom*, Karen Catuogno-*via Zoom*, Melissa Kollitides-*via Zoom*

ABSENT: Gaia Charren, Alternate

ALSO PRESENT: Michael DeLuca-Director of Community Development, Heidi Petrone-Clerk to the Commission-*via Zoom*

ADMINISTRATIVE MATTERS:

M. DeLuca informed the Commission members that the evening's public hearings are going to be continued to May 12, 2020. He explained that he is still seeking guidance from the governor's office on how to conduct "public hearings" virtually, i.e. via Zoom, and still meet the requirements of the Open Meetings Act; such as full public participation, submitting testimony and exhibits, etc.

**CONSENT AGENDA**

1C: **APPROVAL OF MEETING MINUTES: February 25, 2020**

A **MOTION** was made by K. Catuogno, seconded by R. Shields, to **APPROVE** the consent agenda. Motion **PASSES** 5 to 0 (K. Lescarbeau-**AYE**, R. Shields-**AYE**, K. Connell-**AYE**, J. Kenower-**AYE**, K. Catuogno-**AYE**)

**PUBLIC HEARING**

2PH: **386 Ocean Road (continued)**: Plat F, Lot 26-B1, Residing house shingles  
*Owner*: David Osborne

M. DeLuca stated that he had spoken with the applicant's attorney and the applicant has decided to re-side the house with cedar shingles. The attorney will be submitting a letter withdrawing the application before the Commission. M. DeLuca suggested that the hearing be continued to the May 12, 2020 meeting where the application can be dismissed once the communication from the attorney has been received.

A **MOTION** was made by K. Connell, seconded by J. Kenower, to **CONTINUE** the public hearing to the May 12, 2020 meeting. Motion **PASSES** 7 to 0 (K. Lescarbeau-**AYE**, R. Shields-**AYE**, K. Connell-**AYE**, J. Kenower-**AYE**, A. Mallozzi-**AYE**, K. Catuogno-**AYE**, M. Kollitides-**AYE**)

3PH: **43 Caswell Street**: Plat C, Lot 489-A, Fence Installation  
*Owner*: Vanessa Christafaro

The applicant, Vanessa Christafaro, attended the meeting, via Zoom, and did not object to the public hearing being continued.

A **MOTION** was made by K. Connell, seconded by J. Kenower, to **CONTINUE** the public hearing to the May 12, 2020 meeting. Motion **PASSES** 7 to 0 (K. Lescarbeau-**AYE**, R. Shields-**AYE**, K. Connell-**AYE**, J. Kenower-**AYE**, A. Mallozzi-**AYE**, K. Catuogno-**AYE**, M. Kollitides-**AYE**)

4PH: **64 Caswell Street**: “Metatoxel Cottage” Plat D, Lot 35, window replacement

*Owner*: William Fischer

M. DeLuca explained to the Commission that the applicant had a unique situation and asked that he be given the opportunity to address the Commission without the hearing being opened. The applicant, William Fischer, attended the meeting, via Zoom, and did not object to the public hearing being continued. He summarized the events of his home being renovated. He explained he was very aware of the HDC Standards and Guidelines and the part of his home renovation pertaining to the windows in question was overseen by himself but had hired a window contractor to execute the necessary permits and had been assured that the correct process was followed. He stated he was quite surprised when M. DeLuca contacted him to inform him that a hearing was scheduled to consider the proposed window replacements. He believed all permits had been received and informed M. DeLuca the windows had already been installed. Once he was aware that his signature had been forged on the HDC application, he took steps to correct the situation.

K. Catuogno noted that the discussion was now turning to specifics of the application and that is not allowed since the hearing has not been opened. She also questioned if this hearing should be dismissed since the application has a fraudulent signature. The HDC members discussed the relevance of a fraudulent application and agreed with K. Catuogno.

A **MOTION** was made by K. Catuogno, seconded by R. Shields, to **DISMISS** the current application and to allow W. Fischer to re-submit an application, without prejudice. Motion **PASSES** 7 to 0 (K. Lesarbeau-**AYE**, R. Shields-**AYE**, K. Connell-**AYE**, J. Kenower-**AYE**, A. Mallozzi-**AYE**, K. Catuogno-**AYE**, M. Kollitides-**AYE**)

#### NEW BUSINESS

5NB: **Tax Credit Request**: 17 Atlantic Avenue, Plat C, Lots 375 & 376

*Owner*: Ron and Emma Catanzaro

The applicants, Ron and Emma Catanzaro, attended the meeting via Zoom.

Chairman Lesarbeau asked if the Clay’s Construction figure was strictly for outside work. R. Catanzaro could not verify that. Chairman Lesarbeau stated that the magnitude of the project made it obvious that the project met the financial requirements for the tax credit being sought. R. Shields stated this is the first tax credit request coming forward and believes this needs a more in-depth review with the applicants to go over the receipts and other documents submitted to verify expenses and therefore this matter should be continued. Chairman Lesarbeau, and K. Catuogno, noted that they had already done their independent review since all the documents were in their previously issued March meeting packets. M. DeLuca noted he had done an exhaustive review of the receipts also, as this was the first application and he wanted a full understanding of the entire process. He noted that R. Catanzaro originally submitted much more information which was reduced to only that related to exterior work.

Discussion ensued on a procedures going forward for review of applications for tax credit requests. It was decided the extensive review of documents would be done by the staff and copied of all receipts would be sent to all members for their independent review.

R. Catanzaro noted that, for future applicants, it would be helpful to be made aware of the documentation requirements for the tax credit request application when the project was first initiated. M. DeLuca noted that now applicants are given the tax credit application and supporting materials with their NHDC application.

The consensus of the Commission was to move forward with the application.

A **MOTION** was made by M. Kollitides, seconded by J. Kenower, to **APPROVE** the application for a \$10,000 tax credit. Motion **PASSES** 6 to 0 to 1 (K. Lesarbeau-**AYE**, R. Shields-**ABSTAINED**, K. Connell-**AYE**, J. Kenower-**AYE**, A. Mallozzi-**AYE**, K. Catuogno-**AYE**, M. Kollitides-**AYE**)

**ADJOURNMENT:**

A **MOTION** was made by R. Shields, seconded by K. Catuogno, to **ADJOURN** the meeting at 7:10pm. Motion **PASSES** 7 to 0 (K. Lescarbeau-**AYE**, R. Shields-**AYE**, K. Connell-**AYE**, J. Kenower-**AYE**, A. Mallozzi-**AYE**, K. Catuogno-**AYE**, M. Kollitides-**AYE**)

Respectfully submitted,

Heidi Petrone  
Clerk to the Narragansett Historic District Commission