



**HISTORIC DISTRICT COMMISSION  
REGULAR MEETING NOTICE AND AGENDA  
TUESDAY, JULY 14, 2020, 6:00PM  
TO BE CONVENED ELECTRONICALLY FROM  
NARRAGANSETT TOWN HALL**

HISTORIC DISTRICT  
COMMISSION

CHAIRMAN  
Keith R. Lescarbeau

SECRETARY TO CHAIRMAN  
Cheryl Lescarbeau

VICE-CHAIRMAN  
Robert Shields

SECRETARY  
Kristen Connell

MEMBERS  
Judith Kenower  
Americo Mallozzi  
Karen Catuogno  
Melissa Kollitides

ALTERNATE  
Gaia Charren

COMMUNITY  
DEVELOPMENT  
DIRECTOR  
Michael DeLuca

LIAISON STAFF

CLERK TO THE  
COMMISSION  
Heidi Petrone

**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>

Dial-in only: 1 929 436 2866

One tap mobile: 1 929 436 2866

Meeting ID: 871 917 0546

**CONVENE/ROLL CALL:**

**ADMINISTRATIVE MATTERS:**

**CONSENT AGENDA**

**1C: APPROVAL OF MEETING MINUTES: June 9, 2020**

**PUBLIC HEARING**

**2PH: 94 CENTRAL STREET: “La Sata” Plat D, Lot 105**

Replace Rear & Side Doors & Windows

**Owner:** John & Elizabeth Cournoyer

**3PH: 71 NARRAGANSETT AVENUE: Plat C, Lot 481-A, Installation of a new shed**

**Owner:** Stacy DiStefano

**4PH: 64 CASWELL STREET: “Metatoxet Cottage” Plat D, Lot 35**

Replacement of Windows

**Owner:** Bill Fischer

**NEW BUSINESS**

**NB:**

**OLD BUSINESS**

**OB:**

**ITEMS FOR NEXT AGENDA:**

**REPORTS FROM STAFF/COMMISSION:**

**ADJOURNMENT:**

*POSTED: JULY 10, 2020*

*The above petitions are on file in the office of Community Development in the Town Hall and available for review during regular office hours-BY APPOINTMENT ONLY. Individuals requesting an appointment or interpreter services for the hearing impaired must notify the Department of Community Development at 401-782-0632, 48-hours in advance of the hearing date.*



**Historic District Commission  
Regular Meeting Motions  
Tuesday, June 9, 2020, 6:00pm  
To Be 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>

**Dial-in only:** 1 929 436 2866

**One tap mobile:** 1 929 436 2866

**Meeting ID:** 871 917 0546

**Convene:** Chairman Lescarbeau called the meeting to order at 6:07pm.

**Roll Call:** Keith Lescarbeau-Chairman-via Zoom, Robert Shields-Vice Chairman-via Zoom, Kristen Connell-Secretary-via Zoom, Judith Kenower-via Zoom, Americao Mallozzi-via Zoom, Karen Catuogno-via Zoom, Melissa Kollitides-via Zoom

**Absent:** Gaia Charren - Alternate

**Also Present:** Michael DeLuca-Community Development Director, Heidi Petrone-Clerk to the Commission-via Zoom.

**Administrative Matters:** Chairman Lescarbeau announced that the Tip of the Month will be regarding the opportunity for home owners to receive a plaque for the outside of their home to signify it is a nationally recognized historic property. He will send the information to H. Petrone for publication.

**Consent Agenda**

**1C: Approval of Meeting Minutes:** May 12, 2020

A **Motion** was made by K. Catuogno, seconded by A. Mallozzi, to **Approve** the Consent Agenda with noted corrections. 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**)

**Public Hearing**

**2PH: 309 Ocean Road:** Plat F, Lot 4-3, New Construction  
**Owner:** David Crocker

Eric Baxter from Sweenor Builders is the authorized representative for the project and noted this is the 3<sup>rd</sup> lot of the Hazard Castle subdivision. He explained the application is to build a single family home in the wood shingle style that is very similar to the other properties they built and reviewed the details of the application. E. Baxter noted that the base of the home will be stone, along with the front porch and apron around the pool. He also indicated that there will be extensive landscaping. Discussion ensued on the various types of materials that will be used including cedar shingles and blue stone throughout the project. Chairman Lescarbeau asked for a sample to be submitted of the stone to be used.

M. DeLuca stated this was a very nice project noting the applicant will be maintaining the inventory of the historic trees noted during the initial subdivision of the property.

No one from the public spoke.

A **Motion** was made by R. Shields, seconded by K. Connell, to **Close** the public hearing. 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**)

A **Motion** was made by M. Kollitides, seconded by K. Connell, to **Approve** the application. 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**)

**New Business**

3NB: **Advisory Comment:** Plat E, Lot 125, 50 Earles Court, Garage renovation  
*Owners:* Cynthia & Chris Nelson

Chris Nelson, the applicant, explained the proposed project is to raise the roof on the existing garage and replace it with the same style roof as is on the house. The materials that will be used will be cedar shingles, wood trim, etc. and will complement the same details on the house.

R. Shields noted that the garage is not visible from any location. There are no concerns with the proposal from the HDC.

A **Motion** was made by K. Catuogno, seconded by J. Kenower, to issue a **Favorable** Advisory Comment to the Zoning Board. 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**)

**Old Business**

4OB: **Discussion:** HDC Property Owners Guide

- Review proposed edits & possible action

Several edits were discussed and H. Petrone will incorporate those edits into the guide. It was determined that the guide needed more revisions and to postpone the printing of the guide to a later date.

No motions made, no votes taken

5OB: **Discussion:** Narragansett Historic District Commission Awards program

- Update

Chairman Lescarbeau, Judy Kenower, and Melissa Kollitides formed a sub-committee to coordinate a modified awards ceremony.

No motions made, no votes taken

**Adjournment:**

A **Motion** was made by R. Shields, seconded by A. Mallozzi, to **Adjourn** the meeting at pm. 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 Commission



Town of Narragansett, 25 Fifth Avenue, Narragansett, RI 02882

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS  
Recommendation of Compatibility, or advisory opinion

Date received by the Planning Department: 6/2/20, Signed [Signature]  
Date certified as complete: \_\_\_\_\_, Signed \_\_\_\_\_

Please fill out the application form completely. Use Not Applicable, "NA," where appropriate.  
Complete this application in BLACK or BLUE ink only.  
Illegible/incomplete applications will be returned to the applicant.  
Hearing Dates and Filing Deadlines are posted at Town Hall and www.narragansettri.gov.

PART I - GENERAL INFORMATION

PROPERTY ADDRESS: 94 Central St. Narragansett  
Plat: Lot: Plat 0 Lot 105  
Property Name (if any, including historic): La SaTa  
Original Date of Construction: 1880

AUTHORIZED REPRESENTATIVE: Frank Scotti  
Telephone: 401 952 0822  
Email: Fmscott1@aol.com  
Mailing Address: 194 Waterman St. Unit 1B Providence RI 02908

APPLICANT (Legal Owner of Record): John & Elizabeth Cournoyer  
Telephone: 401 374 5592  
Email: cournoyer.northsouth@me.com  
Mailing Address: 604 Brier St. Kenilworth, IL 60043

PART II - ADDITIONAL INFORMATION

- The property is in condominium ownership. Proof of board or association approval must be attached.
- This application is filed in response to a violation notice.
- This application is a modification of plans previously-approved (date(s) \_\_\_\_\_) by the HDC.
- Applicant has filed for a building permit from the Town (attached application).
- This project requires other approvals, as follows: Zoning \_\_\_\_\_ CRMC \_\_\_\_\_ Other (describe): \_\_\_\_\_ (attach applications)
- This project is a Rhode Island Historic Homeowner's Tax Credit project, or a Federal Rehabilitation Tax Credit project (attach appropriate tax credit application describing approved work).
- Access to the subject property requires special arrangements.
- Applicant has read the NHDC Historic Preservation Standards and Guidelines and understands them (available from the Department of Community Development)

Briefly provide the following information in narrative form if a contributing building (built on or prior to December 30, 1949):

A. Architectural description of property as it now exists, including character-defining architectural elements (provide continuation sheets as needed): Note: Do not include proposed renovations here.  
Swiss chalet with extensive porch addition at East and Kitchen addition at west end + bay window additions at South side + recent family room addition.

B. Historical significance of property (provide continuation sheets as needed):  
La SaTa - Bouvier House, previously owned by Mc Bouvier

**PART III - SUMMARY OF PROPOSED WORK.**

A. Describe in summary form all proposed exterior alterations to the subject property here. For example, "Replace All North Wall Shingles, Replace Five Windows and Rebuild Two Chimneys" or "Construct New House." Do not leave this section blank. If replacement in-kind with like or duplicate materials is proposed, be sure to mention the work plan here and where appropriate on the checklist below. Provide additional continuation sheets as needed. *See attached summary and photos.*

B. Please check ALL applicable categories below and provide detailed explanations on how the project meets the applicable NHDC Historic Preservation Standards and Guidelines (available from the Department of Community Development). If the category does not apply check the appropriate box for "NA" next to the category listing. Applicants may reference the guideline by its number.

NA (Check  where appropriate)

Minor Alteration(s) - Any repair or replacement of existing building features or any new construction of less than 25% of an existing structure's footprint: *see above*

Major Alteration(s) - Any new construction adding more than 25% of an existing structure's footprint or any new freestanding structure(s) (including garages, sheds, barns, pools, pool houses, etc):

	REPAIR	REPLACE	Explain
<input type="checkbox"/> Foundation	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Stonework/masonry	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input checked="" type="checkbox"/> Exterior architectural features, including decorative features:	<input type="checkbox"/>	<input type="checkbox"/>	<i>see above</i>
<input checked="" type="checkbox"/> Roof(s), Skylight(s), New roof line, Rooftop decks or Widows Walks:	<input type="checkbox"/>	<input type="checkbox"/>	<i>Remove 2 domed roof skylights From addition roof</i>
<input type="checkbox"/> Chimney(s):	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Shutters, Awnings:	<input type="checkbox"/>	<input type="checkbox"/>	_____

	REPAIR	REPLACE	Explain
<input checked="" type="checkbox"/> Exterior wall(s) including but not limited to shingle, clapboard, masonry:	<input type="checkbox"/>	<input type="checkbox"/>	<u>See Attachment</u>
<input checked="" type="checkbox"/> Window(s) and/or Door(s): (With replacement applications, a detailed inventory and analysis of window or door deterioration is required.)	<input type="checkbox"/>	<input type="checkbox"/>	<u>See Attachment</u>
<input type="checkbox"/> Porches, Entries	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Landscape/site features, decorative or Retaining Wall(s)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Outbuilding(s)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Pool(s); Site Structure(s)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Mechanical/Electrical Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> New Construction - Attached to Existing Structure:	<input type="checkbox"/>	<input type="checkbox"/>	

\_\_\_ New Construction - Free-Standing:

\_\_\_ Demolition (selective or partial):

\_\_\_ Demolition (full building):

\_\_\_ Other (describe):

## PART IV – REQUIRED APPLICATION MATERIALS

### PLEASE READ CAREFULLY TO CONFIRM THAT ALL REQUIRED MATERIALS ARE INCLUDED IN THE COMPLETED APPLICATION YOU SUBMIT

All NHDC application materials must be submitted on unbound 8.5"x 11", 8.5"x 14" or 11"x 17" paper, single-sided, to facilitate electronic scanning, copying, posting and archiving.

#### 1: COMPLETED APPLICATION FORM (pages 4-8) [Check appropriate box; Waiver Requested (WR) , Material Submitted (MS)

- WR  MS  **2: PHOTOGRAPHS:** Color photographs (4" x 6" or larger) clearly depicting current (existing) conditions at the property are required for all applications. Include a minimum of one (1) street view of the property showing any portions of the building(s) that are visible and a minimum of one (1) photograph of each elevation that will be affected by the proposed work. Photographs may be either printed or good-quality laser color copies. Inkjet-printed photos cannot be accepted due to fading over time. Date and legal address of subject property should be indicated on all photographs. Including historic views of the subject property is encouraged.
- WR  MS  **3: DRAWINGS:** If architectural drawings are required, one (1) original drawn scale set should be submitted along with one (1) copy of the original, reduced to fit on 8"x11", 8"x14" or 11"x17" paper. Drawings must include date, graphic scale, North arrow, and proposed materials. If the application proposes modifications to a project already granted HDC approval, an 11"x17" copy of the previously-approved drawings must be included along with new drawings depicting proposed modifications. Please note that applications for any major construction require architectural drawings that meet professional standards. Elevation drawings are required for most alteration projects and should show existing conditions and proposed alterations on all elevations that will be affected by proposed work, (1/4" = 1' scale or larger for most residential-scale projects).
- WR  MS  **Elevation detail and cross section drawings** are required for proposed projects (including new construction and major alteration) that involve new or altered windows, doors, dormers, porches, trim elements and other new or altered architectural features, (3/4" = 1' scale or larger).
- WR  MS  **Repair and/or replacement in-kind projects require product information**, and normally do not require drawings.
- WR  MS  **Full scale details** may be required for certain proposed new architectural elements (moldings and other trim elements, for example.)
- WR  MS  **Site plan** is required for any alteration to existing building footprints, including proposed free-standing construction or additions to existing buildings as well as for the addition of at-grade mechanical equipment, (1"=20' scale or larger).
- WR  MS  **Perspective drawings** (or some other form of perspective depiction, such as photomontage) may be required for proposed new free-standing construction or substantial alteration of existing buildings or sites. Drawings may be required to show comparisons with nearby buildings along the street. A massing model of the building showing the proposed construction may also be required.
- WR  MS  **All required architectural drawings and site plans shall be prepared by a licensed architect, landscape architect, and/ or engineer unless otherwise waived.**

**4: MATERIALS/PRODUCT LITERATURE/SAMPLES:** All proposed materials must be clearly indicated on drawings. Product literature or manufacturer cut sheets for stock items should also be submitted. Material samples are requested on a case-by-case basis, but are generally required for any proposed new construction or substantial alteration of existing buildings.

## PART V - SIGNATURE

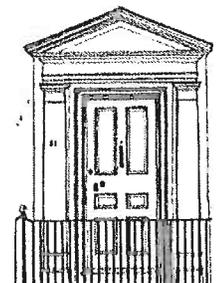
I certify that (i) I am the Legal Owner of Record or legally authorized representative to sign on behalf of the property's Legal Owner of Record and (ii) all of the information provided in and with this application is true and accurate to the best of my knowledge.

Applicant's Signature: FRANK SCOTT Date: 6.1.20

Applicant's Printed Name: Frank Scott

Representative's Signature: [Signature] Date: 6/2/20

Representative's Printed Name: [Signature]



### Part III

#### A.

1. Remove 4 transom windows from above 4 double hung windows and raise the 4 double hung windows up to the top of existing opening.
2. Remove 2 patio door & transom units, replace with single door units without transoms.
3. Replace 2 west facing kitchen windows with 1 new double hung window to match existing Marvin windows.
4. Replace kitchen entry door.
5. New family room & kitchen entry will be consistent with each other and will be painted wood doors with oak thresholds by Simpson. Model #67982.

NOTE: The windows being modified are located in a recent addition. The floor of the addition was set 2 steps down from the floor in the existing house. The windows being modified were also set lower than the windows of the main house, and transoms of extraordinary ugliness were located atop the windows. Likewise, patio doors, with snap in grills and ugly transoms were located in the family room addition and at the kitchen entry.

We are proposing to remove and dispose of all the transoms as well as the “patio” doors. We propose to then raise the existing windows (and the interior floor) up to the appropriate height, and we propose to install appropriate doors, per attached spec.

In fact, our modifications will greatly improve the aesthetics of the addition and will be consistent with good design principles.

**TOWN OF  
NARRAGANSETT**  
Rhode Island

**Cournoyer**

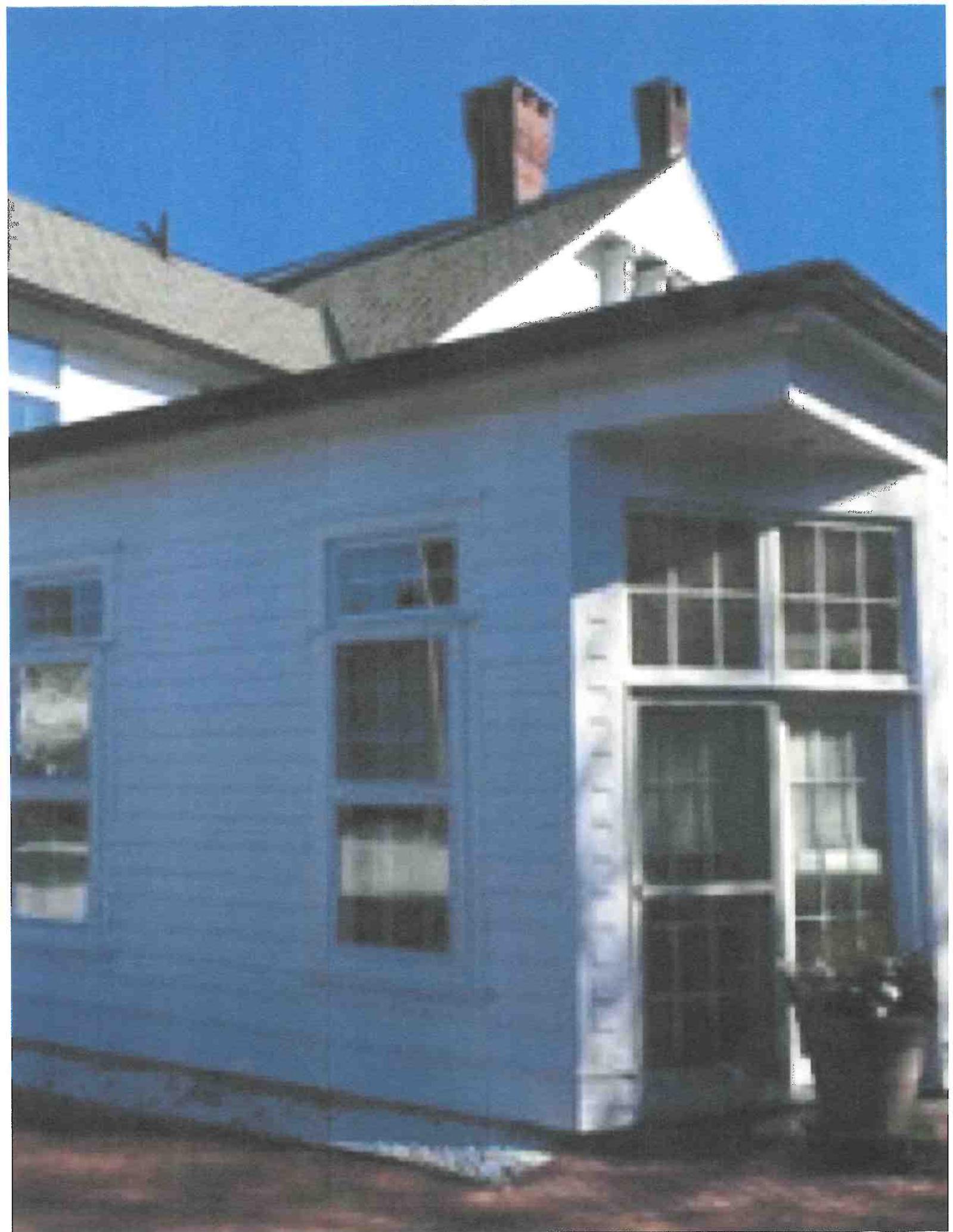
**AP D, Lot 105  
94 Central Street**

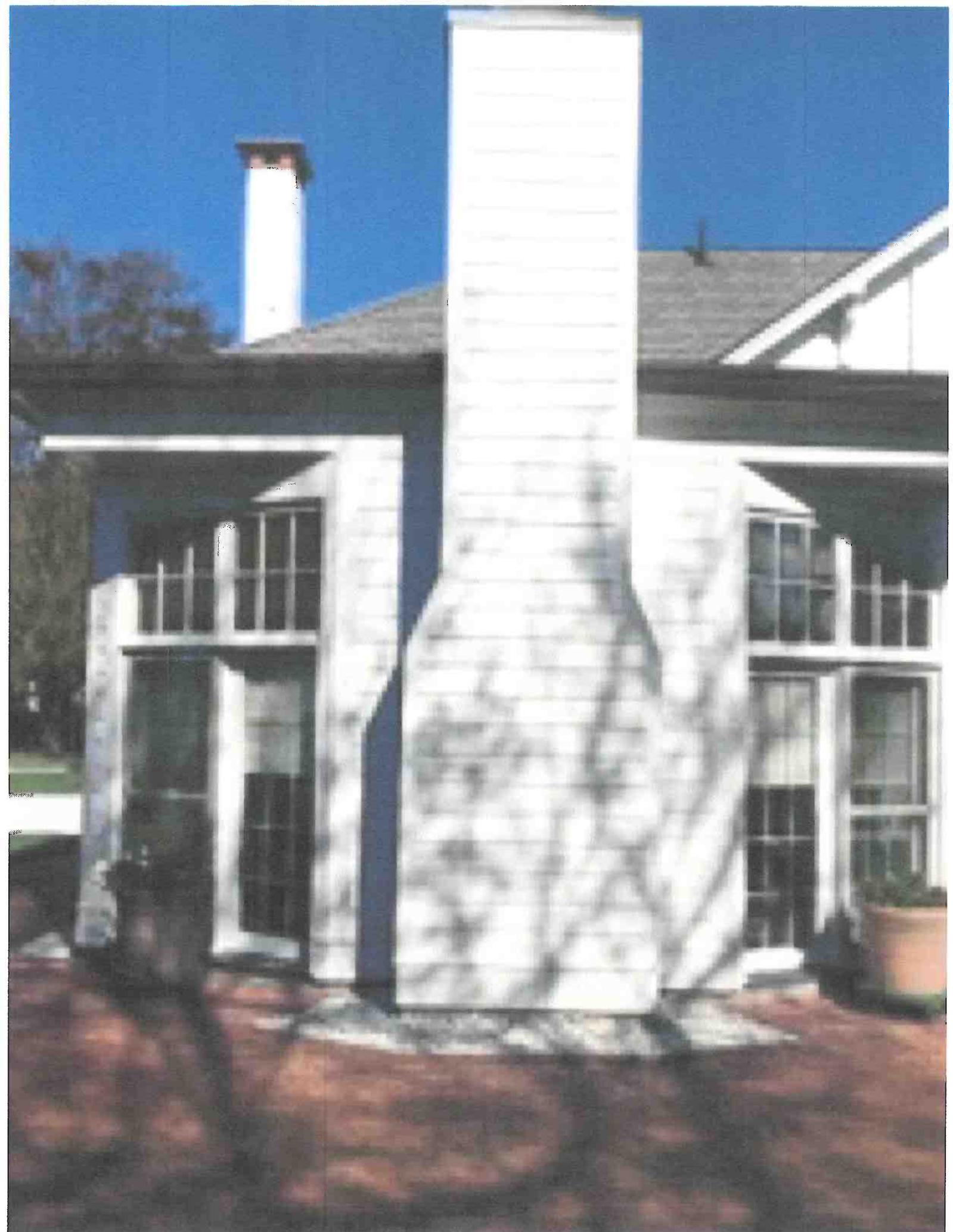


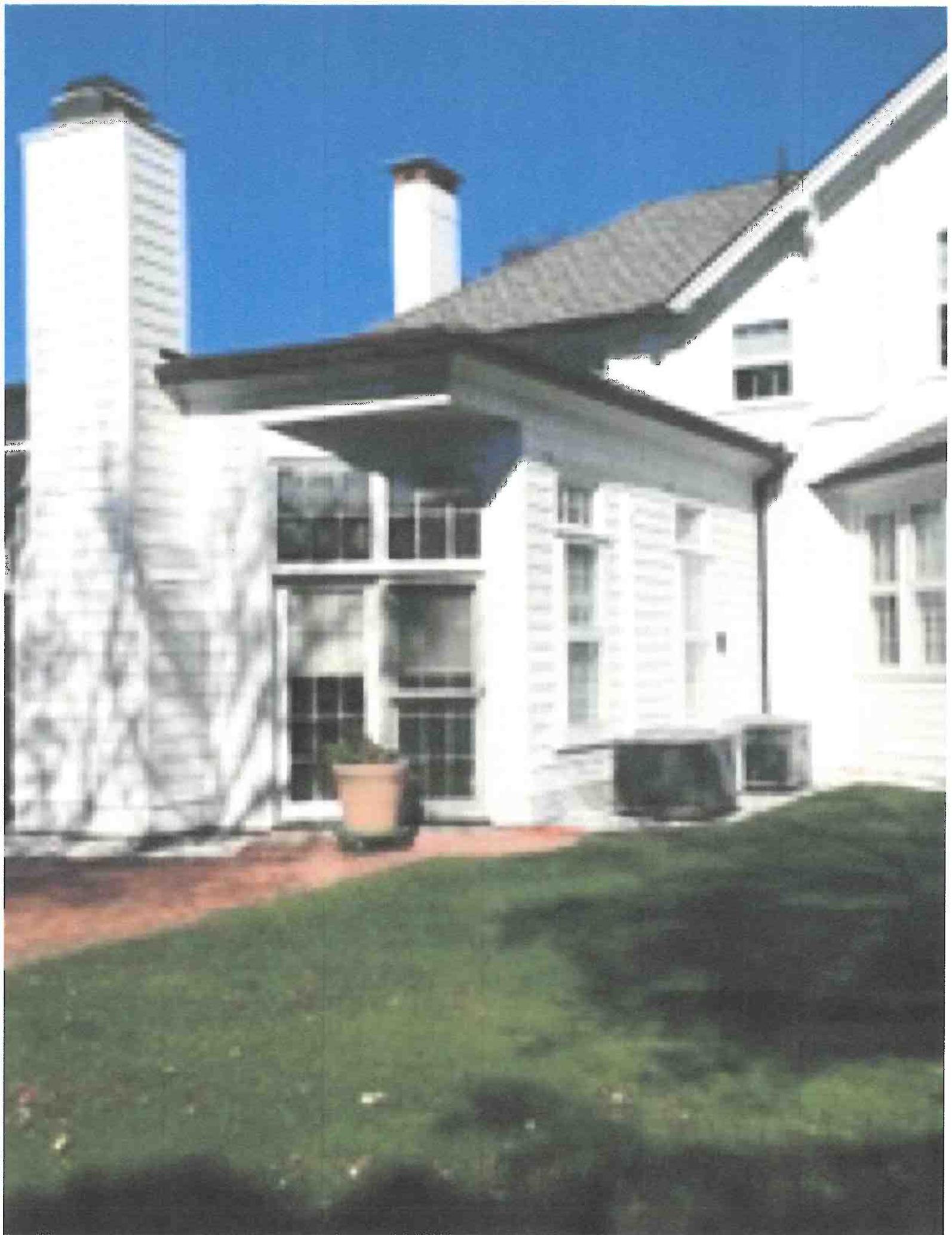
1 inch = 50 feet

The Town of Narragansett has produced these maps for informational and representative purposes only and makes no claims concerning the accuracy of this map or assumes any liability from the use of the information herein.





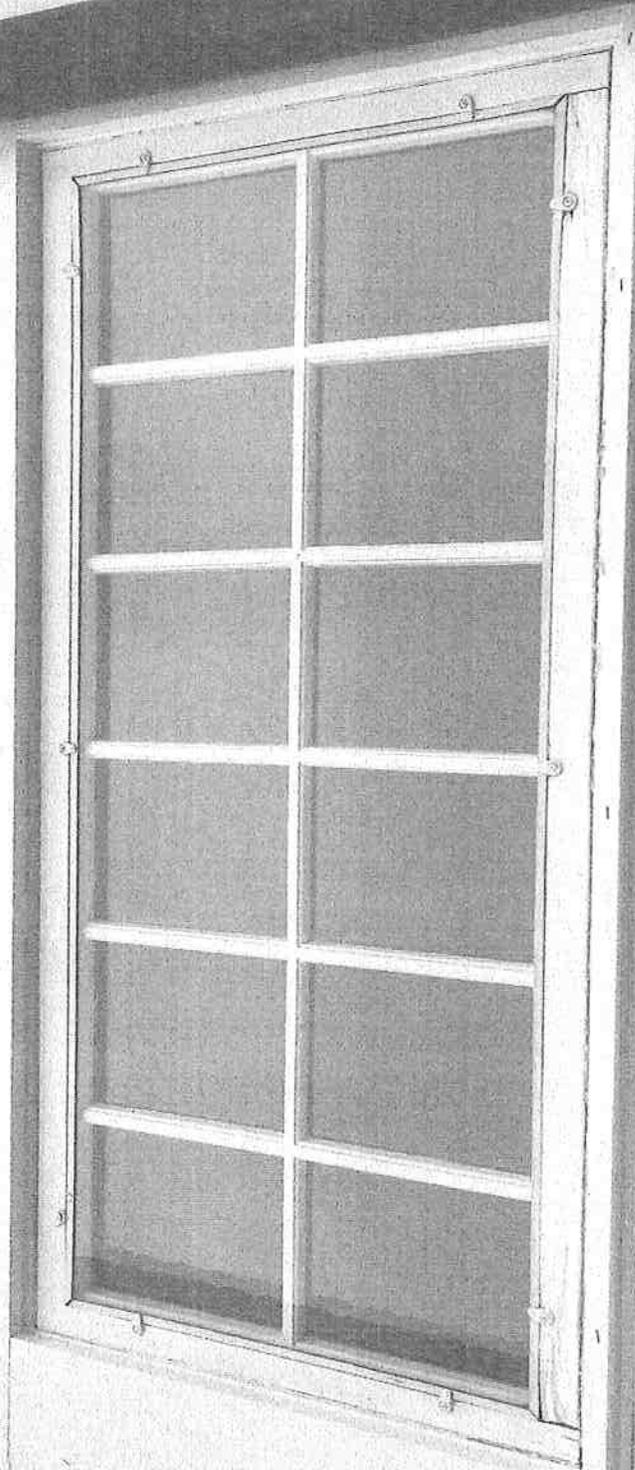




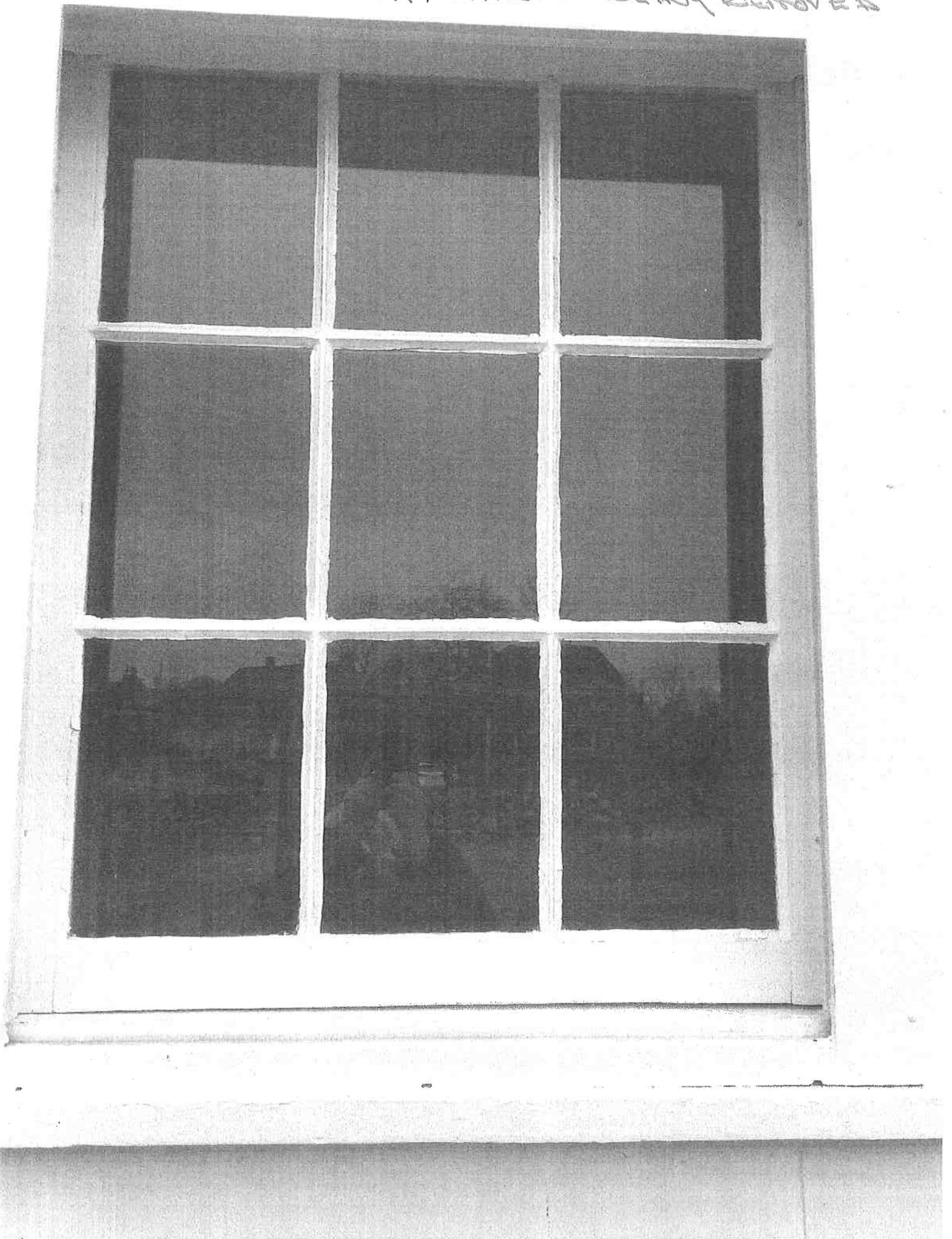
EXISTING FAMILY ROOM WINDOW  
RAISED UP & TRANSOM REMOVED



KITCHEN WINDOW BEING REPLACED  
WITH DOUBLE HUNG SASH



KIT, WINDOW BEING REMOVED



## WATERBARRIER® TECHNOLOGY

WaterBarrier® combines a medium density overlay (MDO) over the exterior surface of the door with water-resistant glazing beads and bars for an exterior that's not only resistant to moisture, but provides a beautiful surface for paint. And when combined with any wood species on the inside, you can match your interior woodwork and keep the warmth and natural beauty that wood provides.

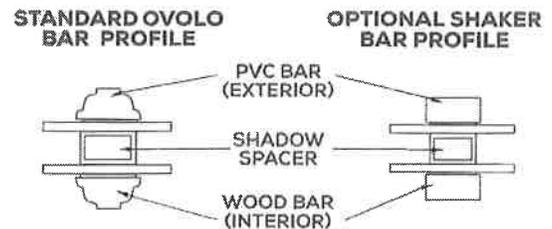
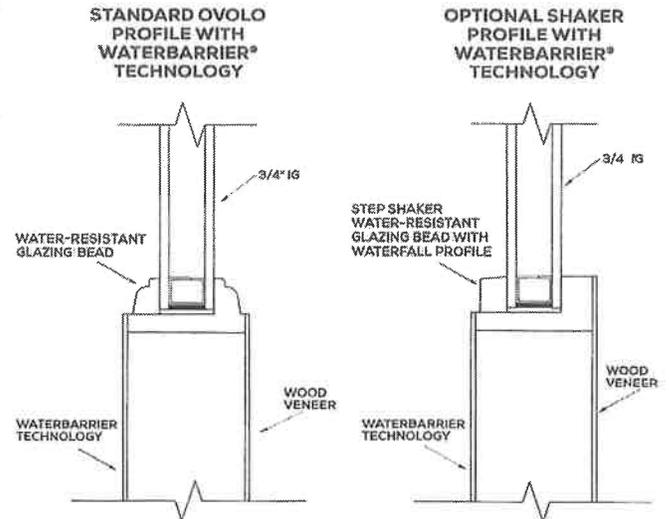
### PROVEN TRACK RECORD OF PERFORMANCE

- The overlay in WaterBarrier technology is commonly used for street signs and concrete forms
- Minimizes the possibility of stile-and-rail separation
- Excellent durability and resists moisture absorption
- 5-year warranty, no overhang required

### FLEXIBLE DESIGN OPTIONS

- Can be ordered in virtually any door design for a variety of exterior applications, including entry, side and patio doors
- Available for use with any wood species
- Overlay has thermoset acrylic latex primer topcoat, resulting in superior paint application

All doors with WaterBarrier come standard with UltraBlock® technology and our Weather Seal™ process at stile and rail joints.



## WATERBARRIER® TECHNOLOGY

Water-resistant glazing bead and SDL bars on exterior side. Wood bars on interior side

Primed Medium Density Overlay for flat surfaces

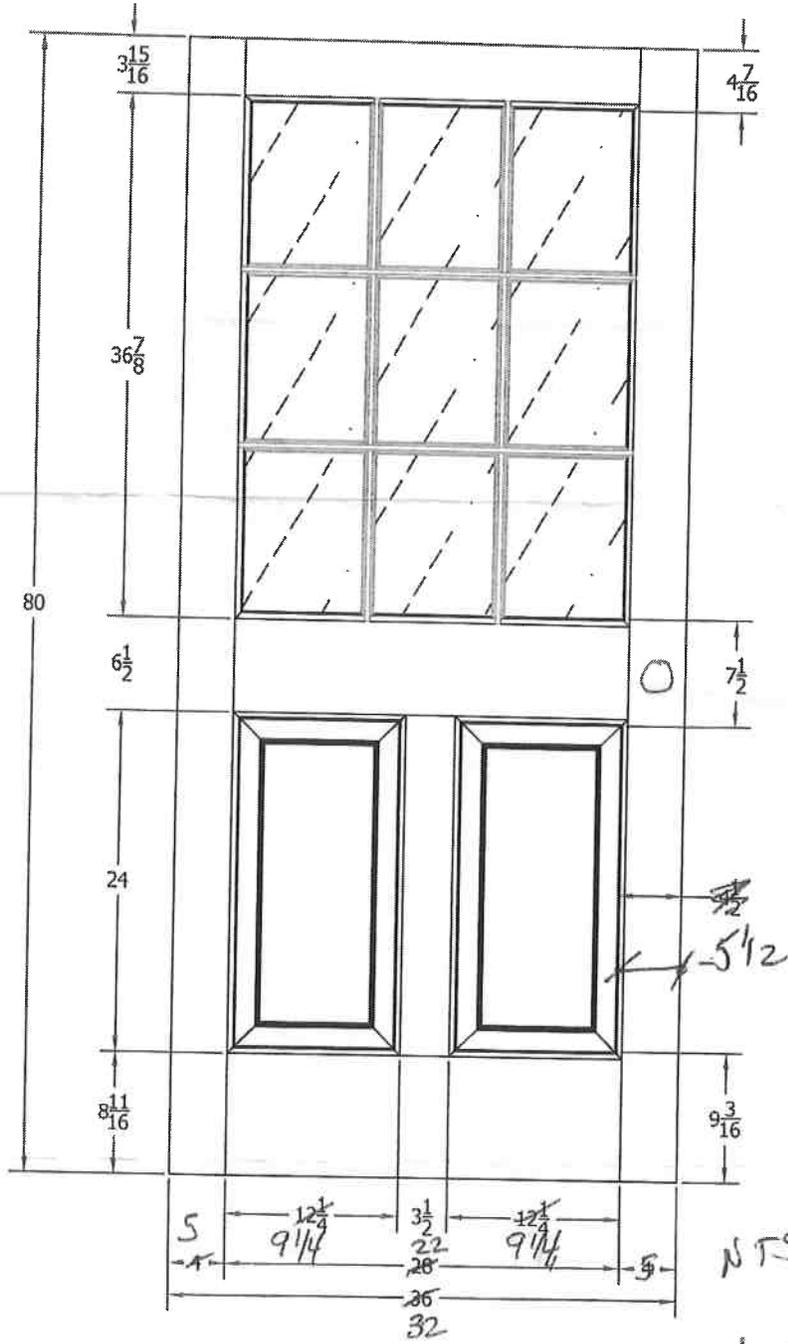
Innerbond® double hip-raised panels have a water-resistant primer

### WEATHER SEAL™ PROCESS

Entire stile-and-rail joints coated and bonded to decrease the possibility of water infiltration

### ULTRABLOCK® TECHNOLOGY

Composite block material finger-jointed into the bottom of the stiles



5/8 x 6/8

THIS DRAWING AND THE INFORMATION CONTAINED HEREIN IS PROPRIETARY TO SIMPSON DOOR COMPANY AND SHALL NOT BE REPRODUCED, COPIED OR DISCLOSED IN WHOLE OR PART, OR USED FOR MANUFACTURE OR FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN PERMISSION OF SIMPSON DOOR COMPANY.

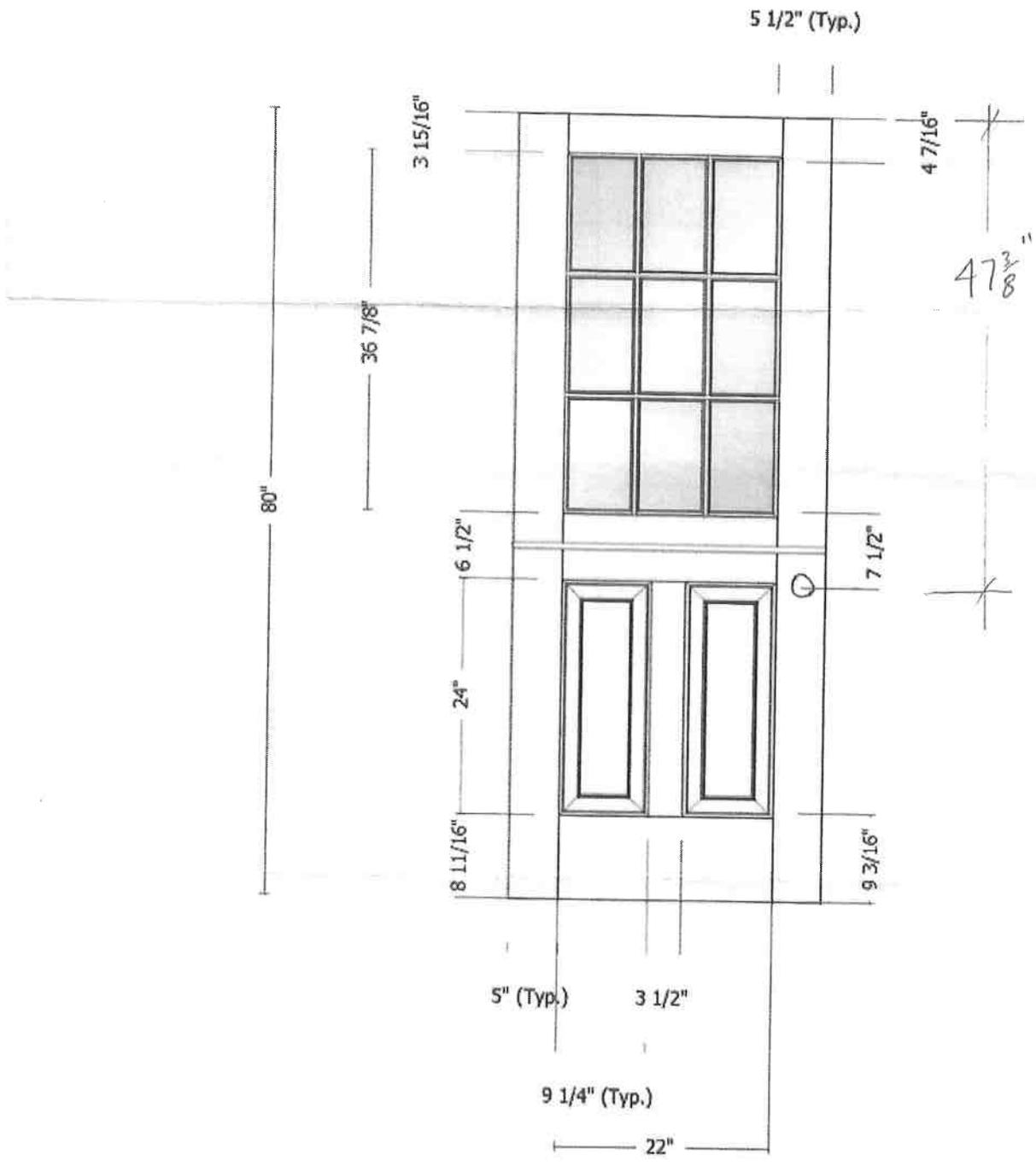
TITLE 37944 3/0 x 6/8  
Customer Layout

DRAWING NO. D-37944-300-608-0700

Revisions			
Rev. #	Description	Date	by Whom

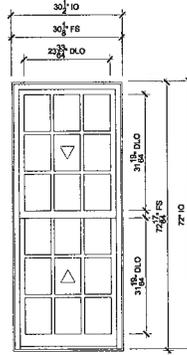
LAYOUT 00 SCALE NTS PATTERN # 7008  
DRAWN BY: J. Decker DATE 06/23/2010

**Simpson®**



NEW DOUBLE HUNG WINDOW

FOR KITCHEN



**30 1/2" X 72" IO**

SCALE: 1/4" = 1'-0"

- ①/10 Head
- ②/10 Jamb
- ③/10 Sill
- ④/10 Divided Lite
- ①/11 Checkrail

62"

## SPECIFICATIONS

- Line #: 2
- Qty: 4
- Product Line: Ultimate
- Unit Description: Double Hung Insert G2
- Rough Opening: 30 1/2" X 72"
- Frame Size: 30 1/8" X 72 17/64"
- Masonry Opening: None
- Sash Opening: 30 1/2" X 72"
- Inside Opening: 30 1/2" X 72"
- Exterior Finish: Ebony
- Species: Pine
- Interior Finish: Primed
- Call Number: None
- Glass Information: IG, Low E2 w/Argon, Stainless
- Divider Type: 7/8" Rectangular SDL W/ Spacer - Stainless
- Hardware Type: Sash Lock, Lift Type : None, No Finger Pull, Top Sash Limiter : None, Bottom Sash Limiter : None
- Screen Type: Aluminum Screen
- Hardware Color: Satin Nickel
- Screen Surround Color: Ebony
- Screen Mesh Type: Charcoal Fiberglass Mesh
- Shades: None
- Jamb Depth: 3 1/4
- Interior Trim: None
- Exterior Casing: None
- Subsill: None



PROJ/JOB: 94 Central St. - Existing Building / Replacement Option  
 DIST/DEALER: MOZZONE LUMBER CO INC  
 DRAWN: FRED DUTILE  
 QUOTE#: 4XYZ6JU

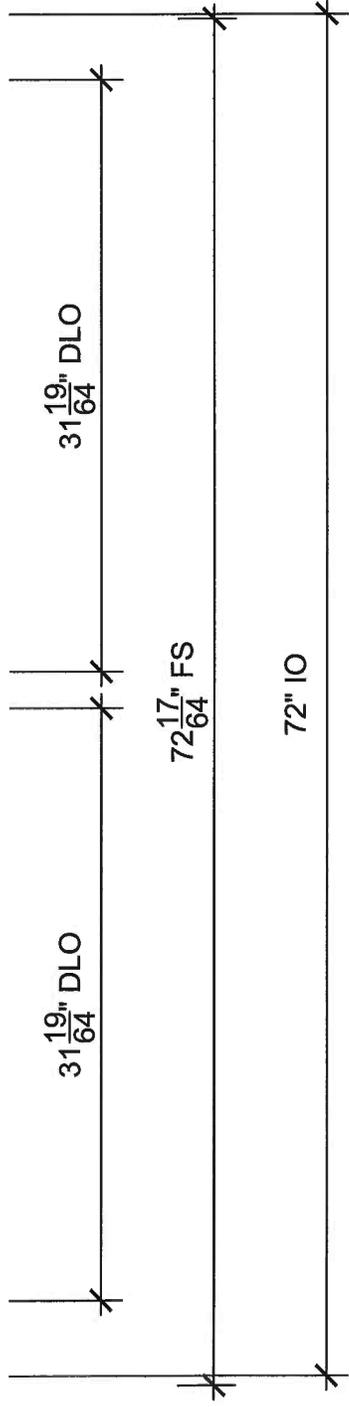
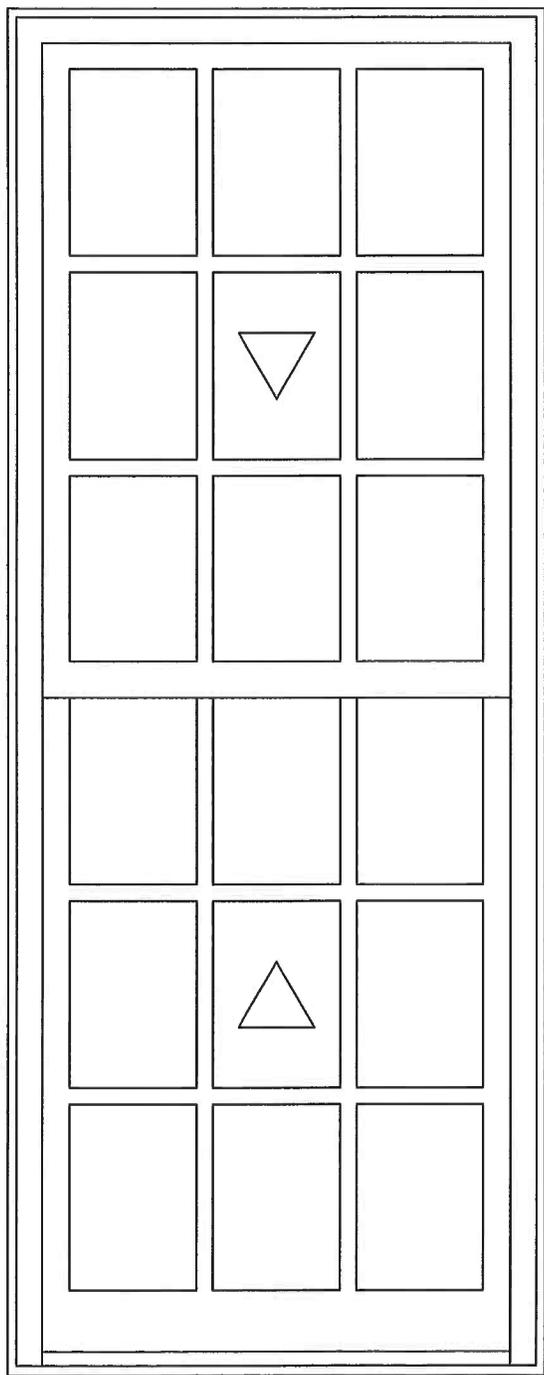
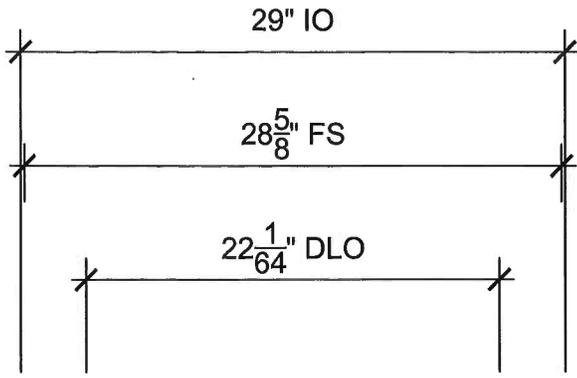
PK VER: 0003.01.01

CREATED: 03/02/2020 REVISION:

SHEET

2

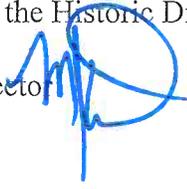
OF 11



29" X 72" IO



**TOWN OF NARRAGANSETT**  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
25 FIFTH AVENUE ~ NARRAGANSETT, RI 02882

**TO:** Keith Lescarbeau, Chairman of the Historic District Commission  
**FROM:** Michael DeLuca, Planning Director   
**DATE:** July 8, 2020  
**SUBJECT:** Staff Review – Cournoyer – Installation of a Windows and Doors  
94 Central Street: Assessors Plat D, Lot 105 – LaSata

---

## A. BACKGROUND INFORMATION

The owners of record of this property are John and Elizabeth Cournoyer. The property is located at 94 Central Street on a 1.22-acre lot in an R-10 Residential Zone and is located within the regulated Central Street Historic District. The home was built in 1885 and once belonged to M.C. Bouvier, the great uncle to Jacqueline Bouvier Kennedy Onassis.

### 1. Documents which are part of the application:

- a. Application for Certificate of Appropriateness - signed by John Cournoyer, dated 6/2/2020.
- b. Part III narrative
- c. Site photographs of windows & doors proposed for replacement (6 photos)
- d. Window Specifications from Marvin Windows
- e. Door Specifications from Simpson Door Co.

## B. STAFF FINDINGS

Staff review of this proposal finds several elements regulated under the Town Historic District regulations as described in Chapter 917 of the Town Code of Ordinances.

### 1. Summary of proposed work:

- i. Modification of 4 windows
- ii. Replacement of 2 windows with 1.
- iii. Replace 2 doors

### 2. Alterations to Dwelling:

- i. **Modification of 4 Windows** - The applicant proposes to remove 4 transom windows from above 4 double hung windows and raise the 4 double hung windows up to the top of the opening.
  1. **Finding 1** – Staff is unsure if the applicant intends to re-use the double hung windows. If so, then the only question is if the

transom windows are a character-defining feature of the house. From observation, staff notes the transom windows are located only on the “recent” addition. Staff is uncertain of the age of that addition and would suggest the applicant provide additional information on it. If it was built prior to 1950, the addition may have its own character that deserves preservation. If not, the Commission may find the transom window treatment to not be character-defining and therefore in compliance with Guideline #3a, #3b and #36.

- ii. **Replacement of 3 windows** – The applicant seeks to replace 2 west-facing kitchen windows with 1 new double-hung window to match existing Marvin windows.
  - 1. **Finding 2** – In fact the applicants proposal is to remove a 9-pane window entirely and replace a 12 pane fixed window with a double hung window of a notably longer dimension. Again, it is staff’s concern that the existing windows may possess a character of their own even though they are located on a newer addition. The proposed window will be 9/9 configuration and have simulated divided lites. This represents a drastic change in the massing of that side of the house but may be acceptable to the Commission as it is not the front. Also, the 9/9 arrangement is compatible with the majority of windows elsewhere on the house. For that reason the HDC may find this acceptable, though not compliant with Guideline #39.
- iii. **Remove 2 double patio doors with transoms and replace with single door units and no transom** – This proposal is patterned after the window modification noted in item 1 above.
  - 1. **Finding 3** - Staff applies the same logic to this review asserting that they may have character definition of their own, but could be authorized to be replaced due to the fact they are in the rear of the property.
- iv. **Replace Kitchen Entry Door** – This door, as the 2 above, is proposed to be replaced with Marvin wooden door with oak threshold, (Model #67982). No photograph or description of the door was supplied to staff so there is no evidence that it is deteriorated & in need of replacement.
  - 1. **Finding 4** – Staff cannot offer any guidance on the compliance of this request to the HDC guidelines as no specifications for Marvin doors was supplied.

### C. RECOMMENDATION

Staff has reservations about the acceptability of these proposed changes for reasons noted above. If the addition is deemed to be of lesser character than the main portion of the house, it may be sufficient grounds for the Commission to allow these changes without proof of deterioration of the existing windows and doors.

NOTE: Some of this work has already been completed and therefore may not be reversible if the old windows and doors have been disposed of. This application was submitted following issuance of a cease and desist order by the Building Official after he observed exterior work underway beyond the parameters of the building permit.



Town of Narragansett, 25 Fifth Avenue, Narragansett, RI 02882

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS
Recommendation of Compatibility, or advisory opinion

Date received by the Planning Department: \_\_\_\_\_, Signed \_\_\_\_\_
Date certified as complete: \_\_\_\_\_, Signed \_\_\_\_\_

Please fill out the application form completely. Use Not Applicable, "NA," where appropriate.
Complete this application in BLACK or BLUE ink only.
Illegible/incomplete applications will be returned to the applicant.
Hearing Dates and Filing Deadlines are posted at Town Hall and www.narragansettri.gov.

PART I - GENERAL INFORMATION

PROPERTY ADDRESS: 71 Narragansett Ave
Plat: Lot: 481 B
Property Name (if any, including historic):
Original Date of Construction: 1910

AUTHORIZED REPRESENTATIVE:
Telephone:
Email:
Mailing Address:

APPLICANT (Legal Owner of Record): Stacy Distefano
Telephone: (508) 264-7019
Email: Stacy325-99@yahoo.com
Mailing Address: 35 McQuire Rd Sutton, MA 01590

PART II - ADDITIONAL INFORMATION

- The property is in condominium ownership. Proof of board or association approval must be attached.
This application is filed in response to a violation notice.
This application is a modification of plans previously-approved (date(s) \_\_\_\_\_) by the HDC.
[X] Applicant has filed for a building permit from the Town (attached application).
This project requires other approvals, as follows: Zoning \_\_\_\_\_ CRMC \_\_\_\_\_ Other (describe): \_\_\_\_\_ (attach applications)
This project is a Rhode Island Historic Homeowner's Tax Credit project, or a Federal Rehabilitation Tax Credit project (attach appropriate tax credit application describing approved work).
Access to the subject property requires special arrangements.
Applicant has read the NHDC Historic Preservation Standards and Guidelines and understands them (available from the Department of Community Development)

Briefly provide the following information in narrative form if a contributing building (built on or prior to December 30, 1949):

A. Architectural description of property as it now exists, including character-defining architectural elements (provide continuation sheets as needed): Note: Do not include proposed renovations here.

Shed - 8x8 delapated and an eye sore.
does not match house

B. Historical significance of property (provide continuation sheets as needed):

House is historical 1910

**PART III - SUMMARY OF PROPOSED WORK.**

A. Describe in summary form all proposed exterior alterations to the subject property here. For example, "Replace All North Wall Shingles, Replace Five Windows and Rebuild Two Chimneys" or "Construct New House." Do not leave this section blank. If replacement in-kind with like or duplicate materials is proposed, be sure to mention the work plan here and where appropriate on the checklist below. Provide additional continuation sheets as needed.

Replace ~~an existing~~ shed with new shed  
 12 x 8, unsided w/ 2 windows and doors. Picture sent  
 will have sided to match house w/ cedar  
 shingles

B. Please check ALL applicable categories below and provide detailed explanations on how the project meets the applicable NHDG Historic Preservation Standards and Guidelines (available from the Department of Community Development). If the category does not apply check the appropriate box for "NA" next to the category listing. Applicants may reference the guideline by its number.

NA (Check  where appropriate)

- Minor Alteration(s) - Any repair or replacement of existing building features or any new construction of less than 25% of an existing structure's footprint:
  - Major Alteration(s) - Any new construction adding more than 25% of an existing structure's footprint or any new freestanding structure(s) (including garages, sheds, barns, pools, pool houses, etc):
- |  | REPAIR                   | REPLACE                  | Explain |
|--|--------------------------|--------------------------|---------|
| <input type="checkbox"/> Foundation  | <input type="checkbox"/> | <input type="checkbox"/> | _____   |
| <input type="checkbox"/> Stonework/masonry   | <input type="checkbox"/> | <input type="checkbox"/> | _____   |
| <input type="checkbox"/> Exterior architectural features, including decorative features:     | <input type="checkbox"/> | <input type="checkbox"/> | _____   |
| <input type="checkbox"/> Roof(s), Skylight(s), New roof line, Rooftop decks or Widows Walks: | <input type="checkbox"/> | <input type="checkbox"/> | _____   |
| <input type="checkbox"/> Chimney(s):   | <input type="checkbox"/> | <input type="checkbox"/> | _____   |
| <input type="checkbox"/> Shutters, Awnings:  | <input type="checkbox"/> | <input type="checkbox"/> | _____   |

	REPAIR	REPLACE	Explain
<input type="checkbox"/> Exterior wall(s) including but not limited to shingle, clapboard, masonry:	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Window(s) and/or Door(s): (With replacement applications, a detailed inventory and analysis of window or door deterioration is required.)	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Porches, Entries	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Landscape/site features, decorative or Retaining Wall(s)	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input checked="" type="checkbox"/> Outbuilding(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Shed 12x12 8x8 replace
<input type="checkbox"/> Pool(s); Site Structure(s)	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Mechanical/Electrical Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> New Construction - Attached to Existing Structure:	<input type="checkbox"/>	<input type="checkbox"/>	_____

\_\_\_ New Construction - Free-Standing:

\_\_\_ Demolition (selective or partial):

\_\_\_ Demolition (full building):

\_\_\_ Other (describe):

**PART IV – REQUIRED APPLICATION MATERIALS**

**PLEASE READ CAREFULLY TO CONFIRM THAT ALL REQUIRED MATERIALS ARE INCLUDED IN THE COMPLETED APPLICATION YOU SUBMIT**

All NHDC application materials must be submitted on unbound 8.5"x 11", 8.5"x 14" or 11"x 17" paper, single-sided, to facilitate electronic scanning, copying, posting and archiving.

**1: COMPLETED APPLICATION FORM (pages 4-8) [Check appropriate box; Waiver Requested (WR) , Material Submitted (MS)**

WR  **2: PHOTOGRAPHS:** Color photographs (4" x 6" or larger) clearly depicting current (existing) conditions at the property are required for all applications. Include a minimum of one (1) street view of the property showing any portions of the building(s) that are visible and a minimum of one (1) photograph of each elevation that will be affected by the proposed work. Photographs may be either printed or good-quality laser color copies. Inkjet-printed photos cannot be accepted due to fading over time. Date and legal address of subject property should be indicated on all photographs. Including historic views of the subject property is encouraged.

WR  **3: DRAWINGS:** If architectural drawings are required, one (1) original drawn scale set should be submitted along with one (1) copy of the original, reduced to fit on 8"x11", 8"x14" or 11"x17" paper. Drawings must include date, graphic scale, North arrow, and proposed materials. If the application proposes modifications to a project already granted HDC approval, an 11"x17" copy of the previously-approved drawings must be included along with new drawings depicting proposed modifications. Please note that applications for any major construction require architectural drawings that meet professional standards. Elevation drawings are required for most alteration projects and should show existing conditions and proposed alterations on all elevations that will be affected by proposed work, (1/4" = 1' scale or larger for most residential-scale projects).

WR  **Elevation detail and cross section drawings** are required for proposed projects (including new construction and major alteration) that involve new or altered windows, doors, dormers, porches, trim elements and other new or altered architectural features, (3/4" = 1' scale or larger).

WR  **Repair and/or replacement in-kind projects** require product information, and normally do not require drawings.

WR  **Full scale details** may be required for certain proposed new architectural elements (moldings and other trim elements, for example.)

WR  **Site plan** is required for any alteration to existing building footprints, including proposed free-standing construction or additions to existing buildings as well as for the addition of at-grade mechanical equipment, (1"=20' scale or larger).

WR  **Perspective drawings** (or some other form of perspective depiction, such as photomontage) may be required for proposed new free-standing construction or substantial alteration of existing buildings or sites. Drawings may be required to show comparisons with nearby buildings along the street. A massing model of the building showing the proposed construction may also be required.

WR  **All required architectural drawings and site plans** shall be prepared by a licensed architect, landscape architect, and/or engineer unless otherwise waived.

**4: MATERIALS/PRODUCT LITERATURE/SAMPLES:** All proposed materials must be clearly indicated on drawings. Product literature or manufacturer cut sheets for stock items should also be submitted. Material samples are requested on a case-by-case basis, but are generally required for any proposed new construction or substantial alteration of existing buildings.

**PART V - SIGNATURE**

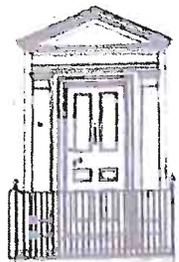
I certify that (i) I am the Legal Owner of Record or legally authorized representative to sign on behalf of the property's Legal Owner of Record and (ii) all of the information provided in and with this application is true and accurate to the best of my knowledge.

Applicant's Signature: *Stacy Distefano* Date: 7/6/20

Applicant's Printed Name: Stacy Distefano

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Representative's Printed Name: \_\_\_\_\_



**TOWN OF  
NARRAGANSETT**  
*Rhode Island*

**Distefano Property**

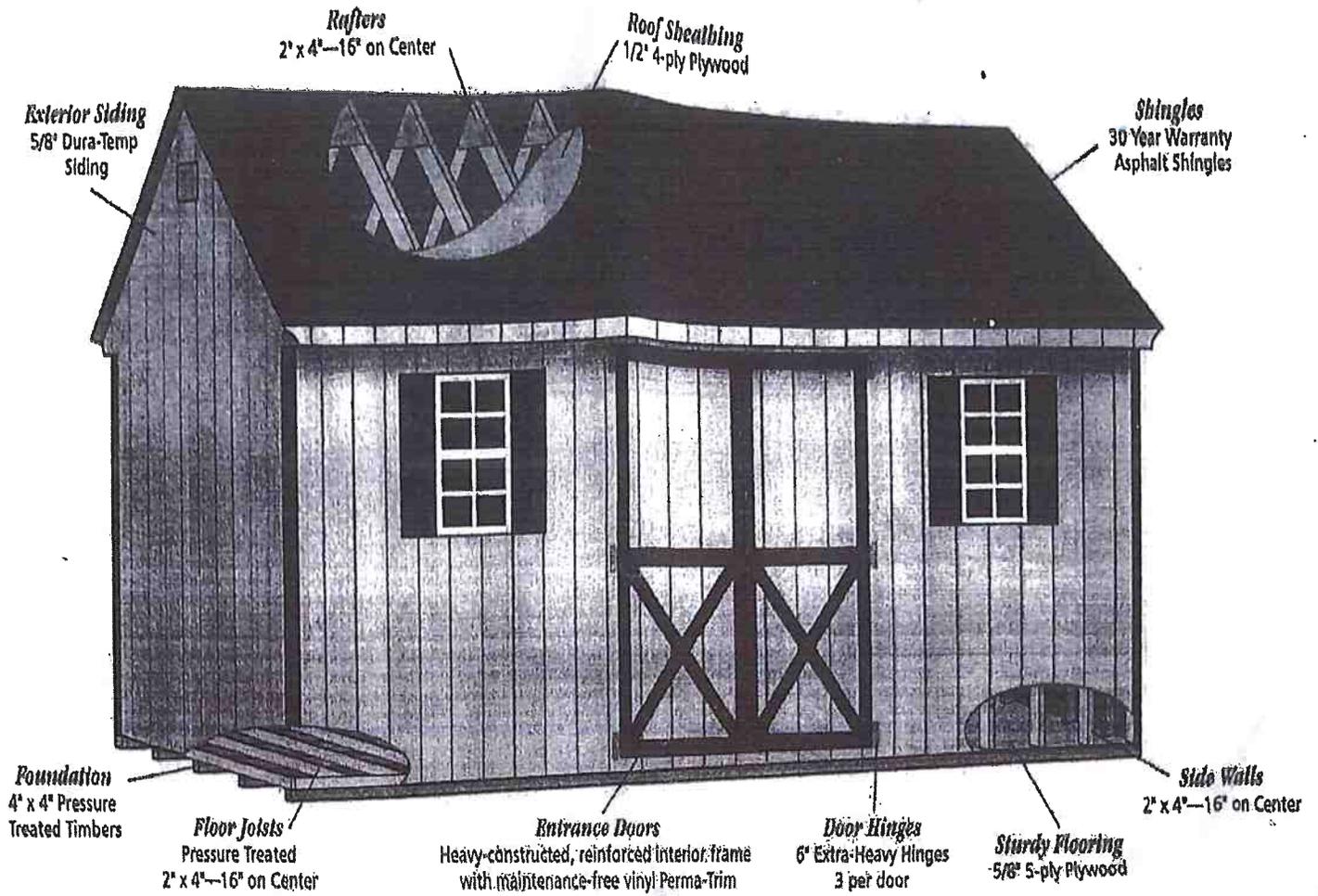
- Cemetery
- Encumbrance Line
- Flagged Wetland
- Encumbrance Polygon
- Parcel Polygon
- Municipal Boundary
- Contour Polygons



1 inch = 30 feet

The Town of Narragansett has produced these maps for informational and representative purposes only and makes no claims concerning the accuracy of this map nor assumes any liability from the use of the information herein.







**State of Rhode Island and Providence Plantations**  
**Contractors' Registration and Licensing Board**



BE IT KNOWN THAT

Lakeside Trading, LLC  
 David M. Harrigan

*has met the requirements of the law and has been granted this certificate of registration as a*

**Residential CONTRACTOR**

**IN THE STATE OF RHODE ISLAND**

Registration No.: 20836

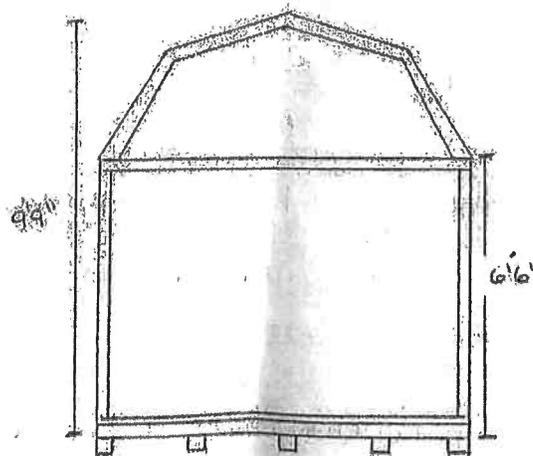
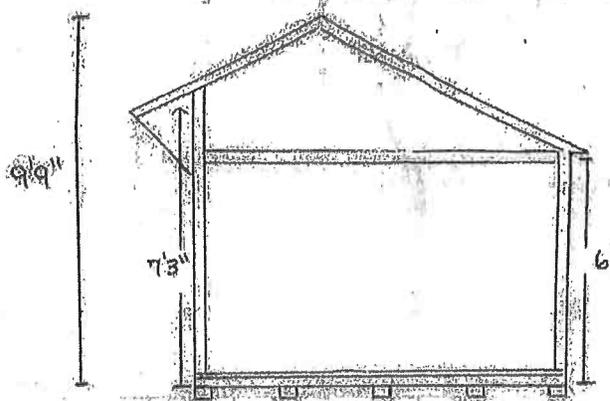
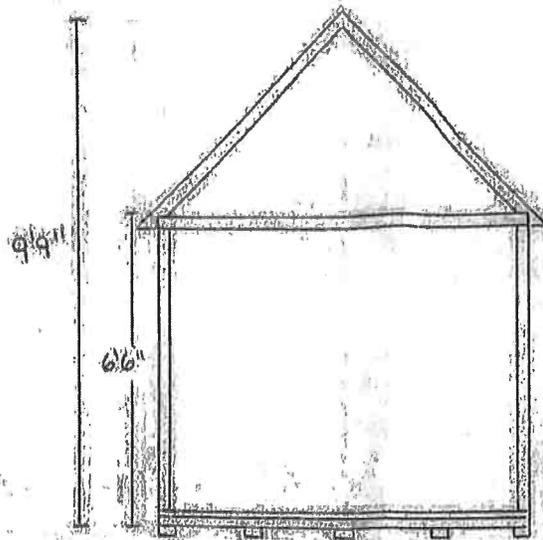
Issued: 12/01/2019

Expires: 12/01/2021

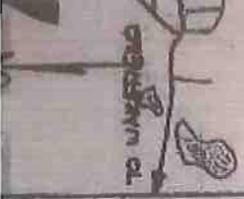
  
 Chairman

  
 Building Code Commissioner

# LAKESIDE TRADING - shedsri.com







LOCUS

LAND N/F  
BARBARA I

LAND I  
STEPHE

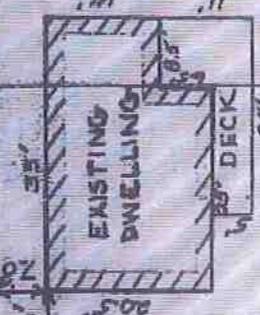
DIVISION OF

FOR

CHARLES E. III &  
CHRISTINE Y. MITCHELL

184.0'

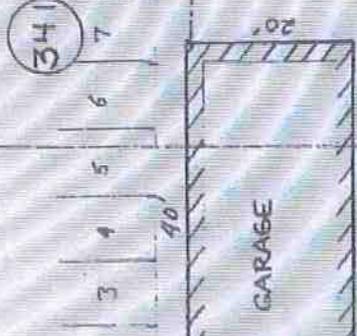
108.95'



481 B

7085 SQ FT

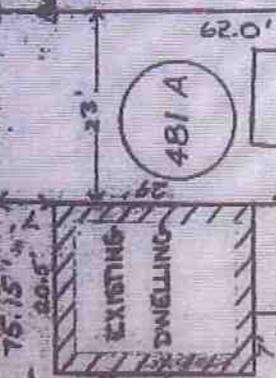
119.71'



127.38'

LAND N/F

WILLIAM A. & JEANNETTE  
WOOLEY



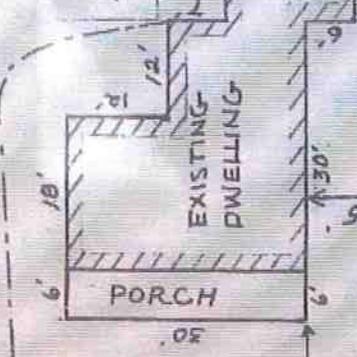
481 A

75.15'

EASEMENT

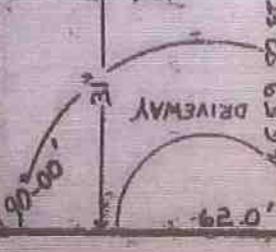
15'

75.15'



205.92'

78.54'



POLE # 159

62.22'

90° 00'

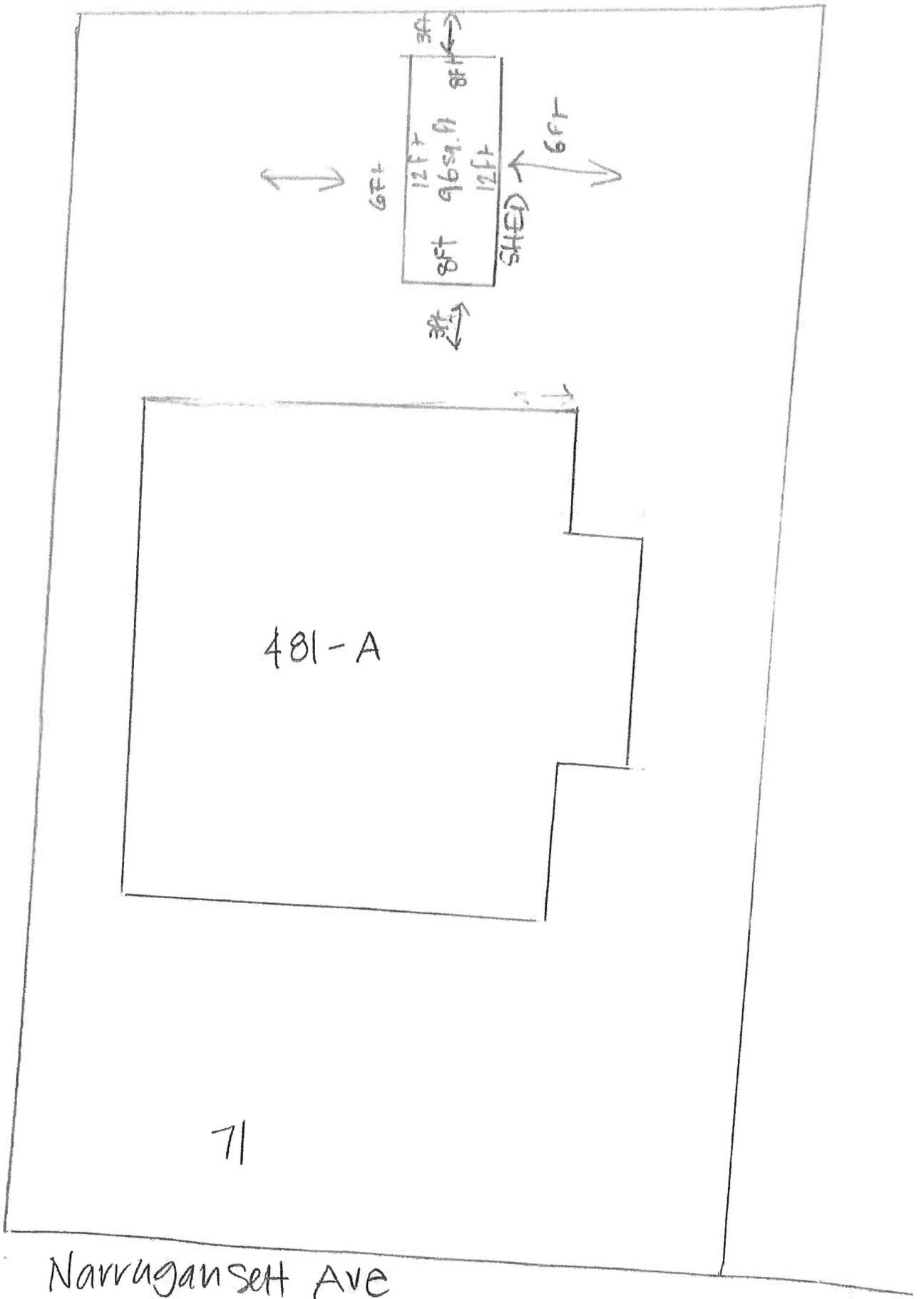
62.94'

80° 01' 02"

99° 53' 36"

64.61'

80° 01' 04"



481-A

71

Narragansett Ave



**TOWN OF NARRAGANSETT**  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
25 FIFTH AVENUE ~ NARRAGANSETT, RI 02882

**TO:** Keith Lescarbeau, Chairman of the Historic District Commission

**FROM:** Michael DeLuca, Community Development Director

**DATE:** July 6, 2020

**SUBJECT:** **Staff Review – Installation of new shed**  
**71 Narragansett Avenue, Assessors Plat C, Lot 481-A**

---

#### **A. BACKGROUND INFORMATION**

The owner of record of this property is Stacey DiStafano. The property is located at 71 Narragansett Avenue on a 4,800 square foot lot in an R-10A Residential Zone. This property is located within the regulated Narragansett Avenue Historic District. There is one single family structure located on the site and a shed.

1. Documents which are part of the application:
  - a. Application for Certificate of Appropriateness - signed by Stacey Distefano on 7/6/2020.
  - b. Shed Specifications from Lakeside Trading (3 sheets)
  - c. Survey of property
  - d. Site plan showing proposed location of shed.
2. Historic District – This property is located in the Narragansett Avenue Historic District.
3. Additional Matters – This request requires HDC approval due to the fact the shed being replaced is significantly smaller than the proposed shed.

#### **B. STAFF FINDINGS**

Staff review of this proposal finds several elements regulated under the Town Historic District regulations as described in Chapter 917 of the Town Code of Ordinances.

1. **Summary of proposed work:**
  - i. Demolition / Replacement of shed with a new shed measuring 8'x12'.
2. **Alterations to Shed:**
  - i. **New Construction – 8'x12' shed** - The project is proposing to remove and dispose the existing small shed and replace it with the shed specified on documents from Lakeside Trading LLC. It will be located in the rear of

the property not likely visible from the street. The applicant has committed to improving the shed with cedar siding to match the house.

1. **Finding #1:** This application would have been handled administratively if not for the notable increase in size proposed by the owner. For that reason it could not be considered an “in – kind” replacement. As submitted the applicant’s proposal will complement the existing house by use of cedar shingles for siding. Due to this improvement staff suggests this application complies with Guideline #21.

### **C. RECOMMENDATION**

Staff is supportive of this application and feels it will result in a significant improvement to the site by replacing a deteriorated structure and by coordinating the new shed with the design of the recently-improved house.



Town of Narragansett, 25 Fifth Avenue, Narragansett, RI 02882

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS
Recommendation of Compatibility, or advisory opinion

Date received by the Planning Department: 6/17 Signed [Signature]
Date certified as complete: 6/20 Signed [Signature]

Please fill out the application form completely. Use Not Applicable, "NA," where appropriate.
Complete this application in BLACK or BLUE ink only.
Illegible/incomplete applications will be returned to the applicant.
Hearing Dates and Filing Deadlines are posted at Town Hall and www.narragansettri.gov.

PART I - GENERAL INFORMATION

PROPERTY ADDRESS: 64 Caswell Street
Plat: Lot: Plat D, Lot 35
Property Name (if any, including historic): "Metatoxet Cottage"
Original Date of Construction: 1886-1887
APPLICANT (Legal Owner of Record): William and Kayleigh Fischer
Telephone: (401) 862-4652
Email: bfischer@northcomm.com
Mailing Address: 64 Caswell St., Narragansett, RI 02882

AUTHORIZED REPRESENTATIVE: James M. Callaghan, Esq.
Telephone: (401) 294-4555
Email: james@callaghanlawri.com
Mailing Address: 3 Brown St., Wickford, RI 02852

PART II - ADDITIONAL INFORMATION

- N/a The property is in condominium ownership. Proof of board or association approval must be attached.
N/a This application is filed in response to a violation notice.
N/a This application is a modification of plans previously-approved (date(s) ) by the HDC.
Yes Applicant has filed for a building permit from the Town (attached application).
No This project requires other approvals, as follows: Zoning CRMC Other (describe): (attach applications)
No This project is a Rhode Island Historic Homeowner's Tax Credit project, or a Federal Rehabilitation Tax Credit project (attach appropriate tax credit application describing approved work).
No Access to the subject property requires special arrangements.
Yes Applicant has read the NHDC Historic Preservation Standards and Guidelines and understands them (available from the Department of Community Development)

Briefly provide the following information in narrative form if a contributing building (built on or prior to December 30, 1949):

A. Architectural description of property as it now exists, including character-defining architectural elements (provide continuation sheets as needed): Note: Do not include proposed renovations here.

Nineteenth (19th) century shingled Victorian "summer cottage." Home includes two turrets, one octagonal and one round, as well as a wrap-around porch. Formerly part of the "Metatoxet Hotel".

B. Historical significance of property (provide continuation sheets as needed):

The structure was built by John H. Caswell in 1866-67. It was initially part of a small twenty-nine room family hotel named "The Metatoxet Hotel". It was enlarged over the years to accommodate 250 guests. It was set back from Kingstown Road about 300 feet and had a large lawn and many shade trees. It was sold to A.R. Edwards around 1910 and renamed the "European Hotel". In 1920 it was purchased by Elizabeth Wood Brown and renamed "The Beechwood". A portion of the structure was destroyed by fire in 1958. (Narragansett Historical Society, www.narragansetthistoricalsociety.com/metatoxet-hotel/)

**PART III - SUMMARY OF PROPOSED WORK.**

**A.** Describe in summary form all proposed exterior alterations to the subject property here. For example, "Replace All North Wall Shingles, Replace Five Windows and Rebuild Two Chimneys" or "Construct New House." Do not leave this section blank. If replacement in-kind with like or duplicate materials is proposed, be sure to mention the work plan here and where appropriate on the checklist below. Provide additional continuation sheets as needed.

Please see attached letter. Thank you.

**B.** Please check ALL applicable categories below and provide detailed explanations on how the project meets the applicable *NHDC Historic Preservation Standards and Guidelines* (available from the Department of Community Development). If the category does not apply check the appropriate box for "NA" next to the category listing. Applicants may reference the guideline by its number.

NA (Check  where appropriate)

Minor Alteration(s) - Any repair or replacement of existing building features or any new construction of less than 25% of an existing structure's footprint:

Major Alteration(s) - Any new construction adding more than 25% of an existing structure's footprint or any new freestanding structure(s) (including garages, sheds, barns, pools, pool houses, etc):

	REPAIR	REPLACE	Explain
<input type="checkbox"/> Foundation	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____			_____
<input type="checkbox"/> Stonework/masonry	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____			_____
<input type="checkbox"/> Exterior architectural features, including decorative features:	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____			_____
<input type="checkbox"/> Roof(s), Skylight(s), New roof line, Rooftop decks or Widows Walks:	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____			_____
<input type="checkbox"/> Chimney(s):	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____			_____
<input type="checkbox"/> Shutters, Awnings:	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____			_____

REPAIR    REPLACE    Explain

Exterior wall(s) including but not limited to shingle, clapboard, masonry:            \_\_\_\_\_  
\_\_\_\_\_

Window(s) and/or Door(s):            Please see attached letter and Renewal By Anderson  
(With replacement applications, a detailed inventory and analysis of window or door deterioration is required.)    Order Receipt. Thank you.  
\_\_\_\_\_

Porches, Entries            \_\_\_\_\_  
\_\_\_\_\_

Landscape/site features, decorative or Retaining Wall(s)            \_\_\_\_\_  
\_\_\_\_\_

Outbuilding(s)            \_\_\_\_\_  
\_\_\_\_\_

Pool(s); Site Structure(s)            \_\_\_\_\_  
\_\_\_\_\_

Mechanical/Electrical Equipment:            \_\_\_\_\_  
\_\_\_\_\_

New Construction - Attached to Existing Structure:            \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ New Construction - Free-Standing:

\_\_\_\_ Demolition (selective or partial):

\_\_\_\_ Demolition (full building):

\_\_\_\_ Other (describe):

## PART IV – REQUIRED APPLICATION MATERIALS

### PLEASE READ CAREFULLY TO CONFIRM THAT ALL REQUIRED MATERIALS ARE INCLUDED IN THE COMPLETED APPLICATION YOU SUBMIT

All NHDC application materials must be submitted on unbound 8.5"x 11", 8.5"x 14" or 11"x 17" paper, single-sided, to facilitate electronic scanning, copying, posting and archiving.

#### 1: COMPLETED APPLICATION FORM (pages 4-8) [Check appropriate box; Waiver Requested (WR) , Material Submitted (MS)

WR  MS  **2: PHOTOGRAPHS:** Color photographs (4" x 6" or larger) clearly depicting current (existing) conditions at the property are required for all applications. Include a minimum of one (1) street view of the property showing any portions of the building(s) that are visible and a minimum of one (1) photograph of each elevation that will be affected by the proposed work. Photographs may be either printed or good-quality laser color copies. Inkjet-printed photos cannot be accepted due to fading over time. Date and legal address of subject property should be indicated on all photographs. Including historic views of the subject property is encouraged.

WR  MS  **3: DRAWINGS:** If architectural drawings are required, one (1) original drawn scale set should be submitted along with one (1) copy of the original, reduced to fit on 8"x11", 8"x14" or 11"x17" paper. Drawings must include date, graphic scale, North arrow, and proposed materials. If the application proposes modifications to a project already granted HDC approval, an 11"x17" copy of the previously-approved drawings must be included along with new drawings depicting proposed modifications. Please note that applications for any major construction require architectural drawings that meet professional standards. Elevation drawings are required for most alteration projects and should show existing conditions and proposed alterations on all elevations that will be affected by proposed work, (1/4" = 1' scale or larger for most residential-scale projects).

WR  MS  **Elevation detail and cross section drawings** are required for proposed projects (including new construction and major alteration) that involve new or altered windows, doors, dormers, porches, trim elements and other new or altered architectural features, (3/4" = 1' scale or larger).

WR  MS  **Repair and/or replacement** in-kind projects require **product information**, and normally do not require drawings.

WR  MS  **Full scale details** may be required for certain proposed new architectural elements (moldings and other trim elements, for example.)

WR  MS  **Site plan** is required for any alteration to existing building footprints, including proposed free-standing construction or additions to existing buildings as well as for the addition of at-grade mechanical equipment, (1"=20' scale or larger).

WR  MS  **Perspective drawings** (or some other form of perspective depiction, such as photomontage) may be required for proposed new free-standing construction or substantial alteration of existing buildings or sites. Drawings may be required to show comparisons with nearby buildings along the street. A massing model of the building showing the proposed construction may also be required.

WR  MS  **All required architectural drawings and site plans** shall be prepared by a licensed architect, landscape architect, and/or engineer unless otherwise waived.

**4: MATERIALS/PRODUCT LITERATURE/SAMPLES:** All proposed materials must be clearly indicated on drawings. Product literature or manufacturer cut sheets for stock items should also be submitted. Material samples are requested on a case-by-case basis, but are generally required for any proposed new construction or substantial alteration of existing buildings.

## PART V - SIGNATURE

I certify that (i) I am the Legal Owner of Record or legally authorized representative to sign on behalf of the property's Legal Owner of Record and (ii) all of the information provided in and with this application is true and accurate to the best of my knowledge.

Applicant's Signature: \_\_\_\_\_ Date: 6-17-2020

Applicant's Printed Name: William Fischer

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Representative's Printed Name: \_\_\_\_\_



**TOWN OF**  
**NARRAGANSETT**  
*Rhode Island*  
**64 Caswell Street**

- ◆ Centimeter
- Encumbrance Line
- Flagged Wetland
- ▭ Encumbrance Polygon
- ▭ Parcel Polygon
- ▭ Municipal Boundary
- ▭ Condo Polygons



1 Inch = 50 feet

The Town of Narragansett has reproduced these maps for informational and representative purposes only and makes no claims concerning the accuracy of this map or assumes any liability from the use of the information herein.



**CALLAGHAN & CALLAGHAN**  
**ATTORNEYS AT LAW**  
**3 BROWN STREET**  
**WICKFORD, RI 02852**

**MATTHEW F. CALLAGHAN, JR.**  
**JAMES M. CALLAGHAN**

**TEL. (401) 294-4555**  
**FAX: (401) 294-4557**  
**MATT@CALLAGHANLAWRI.COM**  
**JAMES@CALLAGHANLAWRI.COM**

June 18, 2020

Michael DeLuca, Director  
Narragansett Community Development  
Keith Lescarbeau, Chairperson  
Narragansett Historic District Commission  
Town of Narragansett  
25 Fifth Avenue  
Narragansett, RI 02882

Re: Application for Certificate of Appropriateness  
64 Caswell Street "Metatoxet Cottage"  
Plat D, Lot 35

Dear Mike and Keith,

I hope you are both doing well and staying safe. Please accept this letter as an addendum to the enclosed "Application For A Certificate of Appropriateness" submitted on behalf of William and Kayleigh Fischer of 64 Caswell Street.

**I. Travel**

Bill and Kayleigh purchased "Metatoxet Cottage" in June of 2019. The Fischers are raising their young family in Narragansett as full time residents. Their full time residence status is a welcome addition to the Pier community.

Bill and Kayleigh purchased "Metatoxet Cottage" with the idea that they were proud "stewards" of the historical property. In the past year they undertook significant renovations of the second floor including updates of the master bedroom, master bathroom, and guest bathroom. The months long project also involved significant wiring and plumbing upgrades, insulation of walls and the attic, as well as central heating and cooling. Sweenor Builders managed the projects including the acquisition of all permits.

During the renovation process, Bill and Kalyeigh also considered replacement of three windows in the master bedroom and replacement/enlargement of one window in the master bathroom. None of the four windows is visible from either Caswell Street or Kingstown Road. At some point Bill decided to pursue the replacement of the windows without Sweenor Builders' assistance. Bill

understood that the prior owners, the Mr. James Van West and Mrs. Carol Suprenant, had previously personally secured Certificates of Appropriateness from the Historic District Commission (HDC) for window replacement.

Bill then contacted Renewal by Andersen (Andersen). And this is where the situation becomes unfortunate. On or about November 21, 2019 an Andersen representative met Bill at Caswell Street. The representative assured Bill that he was familiar with the area and that he was aware of all HDC regulations. On November 21, 2019 the parties executed an "Agreement Document and Payment Terms" which outlined the cost of the project, the details of the windows, and the assurance that Andersen would acquire all permitting. A copy of the "Agreement Document and Payment Terms" is attached as Exhibit #1. (Also included in Exhibit #1 is a "Contract Amendment" which detailed a price increase due to the awning window replacement. The terms of the original contract remained in full force and effect despite the "Contract Amendment").

Notably, the "Agreement Document and Payment Terms" included the following language "[C]ontractor shall obtain all building permits for the work to be performed under this Agreement." The estimated completion date was within "8-10 weeks."

On January 16, 2020, the Andersen representative contacted Bill via email and asked for permission to take some exterior photographs of the residence "because its in narragansett historic area." (Email attached as Exhibit #2). Bill complied with the request with the expectation that the HDC process was underway.

On February 4, 2020 an Andersen contractor arrived at 64 Caswell Street. The contractor installed the ordered windows. Bill and Kayleigh happy that Andersen had apparently secured all permits and that the work was complete. (Exhibit #3)

Unbeknownst to the Fischers, neither the Andersen sales representative or the Andersen contractor had secured the necessary approvals from HDC.

On February 21, 2020, an Andersen representative filed an "Application For A Certificate of Appropriateness" **after** the window installation had already been completed. (Exhibit #4 - Application For A Certificate of Appropriateness - Dated 2-21-2020)

Community Development Director DeLuca then received the application. From February 21, 2020 to early March, Mr. DeLuca reached out to the Andersen representative on several occasions seeking answers to multiple concerns. (Exhibit #5) Finally, after no response from Andersen, Mr. DeLuca reached out to Bill Fischer directly. To say that Bill was shocked to receive the call from Mr. DeLuca would be an understatement.

Bill spoke to Mr. DeLuca by phone and then immediately responded to Narragansett Town Hall. At Town Hall Mr. DeLuca showed Bill the application. Upon seeing the application Bill was stunned. Not only was the application submitted after the window installation but Bill's signature on the

document was obviously forged. I believe Mr. DeLuca would agree that Bill's reaction to the forged document and the overall situation was one of genuine concern and dismay.

As you know, the forged "Application For A Certificate of Appropriateness" was scheduled before the HDC on April 14, 2020. Bill submitted a letter (Exhibit #6) prior to the hearing and also appeared via Zoom. For understandable reasons the HDC did not consider the forged Application on April 14, 2020.

## **II. Status**

As is evident, the Fischers are now in a very difficult position. Both Bill and Kayleigh are experienced professionals. Kayleigh works for the State of Rhode Island as the Director of Budget and Finance for Health and Human Services. Bill is the President of True North Communications. In his work Bill regularly interacts with government officials. His word and reputation are an integral part of his professional life. Bill and Kayleigh are embarrassed that this occurred at their home without their knowledge. And they are upset that one of their first interactions with town officials as new residents has been of this fraudulent nature.

Despite every intention of complying with the HDC regulations, Andersen and the installation contractor did not comply with their contractual obligations. Further, Bill and Kayleigh have paid in excess of \$10,000.00 in materials and installation of windows that do not specifically comply with HDC standards. At this point, the Fischer's are considering all options to recoup funds and/or installation of compliant replacement windows from the offending parties.

## **III. Proposal**

Bill and Kayleigh have submitted a new "Application For A Certificate of Appropriateness" with legitimate signatures.

The four window replacements have been installed. As noted in Mr. DeLuca's prior Staff Review dated March 11, 2020, (Exhibit #7) the windows are all on the "north side and rear faces of the residence." (Exhibit #8 - Photos). Additionally, none of the offending windows are visible from either the corner of Kingstown Road and Caswell Street or from any point on Caswell Street. And, the windows that were actually replaced were not originals.

The potential for recouping any money or replacement windows from Andersen will be a time consuming and expensive process. Spending additional funds to further pursue Andersen and the contractor is a decision that the Fischer's will need to consider in the next few months. Also, as noted from the travel of this matter, the problems were caused by parties other than Bill and Kayleigh. In a sense, the Fischer's are the victims of somewhat unscrupulous actions undertaken by Andersen and the installation contractor. In light of these circumstances we are asking the HDC to consider a resolution that follows the recommendation previously referenced by Mr. Deluca in the prior staff report. We propose the following:

1. We are asking that the HDC to approve the application - with conditions.
2. The proposed conditions include:
  - a. In the event that the Fischer's receive remuneration from either Andersen or the installation contractor, those funds will be used to replace the installed windows with windows that fully meet HDC specifications.
  - b. That in all future renovations or window replacements, that the design components more accurately complement the original windows.

We believe this type of resolution will allow the Fischers some latitude in their efforts moving forward. And we believe it will adequately protect the HDC goals for any future work on these specific windows and any additional work undertaken at 64 Caswell Street.

We very much appreciate your time and consideration. If you have any questions or concerns please contact me at your earliest convenience. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'James M. Callaghan', with a long horizontal flourish extending to the right.

James M. Callaghan

Exhibit #1:  
Agreement Document and Payment  
Terms

---



dba: Renewal By Andersen of Southern New England  
Legal Name: Southern New England Windows, LLC  
RI #36079, MA #173245, CT #0634555, Lead Firm #1237  
10 Reservoir Rd | Smithfield, RI 02917  
Phone: 401-349-1384 | Fax: 401-633-6602 | sales@renewalsne.com

Bill & Kayleigh Fischer  
64 Caswell Street  
Narragansett, RI 02882  
H: 401-862-4652

Exhibit # 1

# Thank you for your order

Please find, enclosed for your convenience, the contents of your agreement with Southern New England Windows, LLC d/b/a Renewal By Andersen of Southern New England

Table of Contents

Agreement Document and Payment Terms .....	2
Itemized Order Receipt .....	3
Notice of Cancellation .....	5
Terms and Conditions of Sale .....	6
Sales Cost Savings Program (SCSP) .....	8
Important Project Information .....	9
Price Presentation Discounts .....	11



# Agreement Document and Payment Terms

dba: Renewal By Andersen of Southern New England  
Legal Name: Southern New England Windows, LLC  
RI #36079, MA #173245, CT #0634555, Lead Firm #1237  
10 Reservoir Rd | Smithfield, RI 02917  
Phone: 401-349-1384 | Fax: 401-633-6602 | sales@renewaisne.com

Bill & Kayleigh Fischer  
64 Caswell Street  
Narragansett, RI 02882  
H: (401)862-4652

Buyer(s) Name: Bill & Kayleigh Fischer Contract Date: 11/21/19

Buyer(s) Street Address: 64 Caswell Street, Narragansett, RI 02882

Primary Telephone Number: (401)862-4652 Secondary Telephone Number: \_\_\_\_\_

Primary Email: billfischer@tnorthcomm.com Secondary Email: \_\_\_\_\_

Buyer(s) hereby jointly and severally agrees to purchase the products and/or services of Southern New England Windows, LLC d/b/a Renewal By Andersen of Southern New England ("Contractor"), in accordance with the terms and conditions described in this Agreement Document and Payment Terms, any documents listed in the Table of Contents, and any other document attached to this Agreement Document, the terms of which are all agreed to by the parties and incorporated herein by reference (collectively, this "Agreement"). Buyer(s) hereby agrees to sign a completion certificate after Contractor has completed all work under this Agreement.

Total Job Amount:	<b>\$6,987</b>	By signing this Agreement, you acknowledge that the Balance Due, and the Amount Financed must be made by personal check, bank check, credit card, or cash.	
Deposit Received:	<b>\$2,328</b>		
Balance Due:	<b>\$4,659</b>	Estimated Start:	Estimated Completion:
Amount Financed:	<b>\$0</b>	<b>8-10 weeks</b>	<b>8-10 weeks</b>
Method of Payment:	<b>Cash/Check</b>	We schedule installations based on the date of the signed contract and secondarily on the date in which we complete the technical measurements. The installation date that we are providing at this time is only an estimate. We will communicate an official date and time at a later date. Rain and extreme weather are the most common causes for delay.	

Notes: **1/3 deposit. 1/3 on start. Bal on completion. Taxes in Narragansett RI.**

Buyer(s) agrees and understands that this Agreement constitutes the entire understandings between the parties and that there are no verbal understandings changing or modifying any of the terms of this Agreement. No alterations to or deviations from this Agreement will be valid without the signed, written consent of both the Buyer(s) and Contractor. Buyer(s) hereby acknowledges that Buyer(s) 1) has read this Agreement, understands the terms of this Agreement, and has received a completed, signed, and dated copy of this Agreement, including the two attached Notices of Cancellation, on the date first written above and 2) was orally informed of Buyer's right to cancel this Agreement.

NOTICE TO BUYER: Do not sign this contract if blank. You are entitled to a copy of the contract at the time you sign.

**YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME NOT LATER THAN MIDNIGHT OF 11/25/2019 OR THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION, WHICHEVER DATE IS LATER. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.**

Legal Name: Southern New England Windows, LLC  
dba: Renewal By Andersen of Southern New England

Signature of Sales Person	Signature	Signature
<b>Kevin Gorman-Smith</b>	<b>Bill Fischer</b>	<b>Kayleigh Fischer</b>
Print Name of Sales Person	Print Name	Print Name



# Itemized Order Receipt

dba: Renewal By Andersen of Southern New England  
 Legal Name: Southern New England Windows, LLC  
**RI #36079, MA #173245, CT #0634555, Lead Firm #1237**  
 10 Reservoir Rd | Smithfield, RI 02917  
 Phone: 401-349-1384 | Fax: 401-633-6601 | sales@renewalsne.com

**Bill & Kayleigh Fischer**  
 64 Caswell Street  
 Narragansett, RI 02882  
 H: (401)862-4652

ID#:	ROOM:	DETAILS:
	thank you	Misc: None. THANK YOU! As a reminder, it is the customer's responsibility to do any painting, staining or touch up work after installation. We appreciate your business and look forward to exceeding your expectations. All Cash.
	permit	Misc: Misc: PERMIT. Customer has paid for Renewal by Andersen to secure a building permit for their project. All Cash.
101	Bathroom	<b>Window:</b> Awning insert frame, Exterior White, Interior White. <b>Glass:</b> All Sash: High Performance, No Pattern. <b>Hardware:</b> white. <b>Screen:</b> Fiberglass, Full Screen. <b>Grille Style:</b> Grilles Between Glass (GBG). <b>Grille Pattern:</b> All Sash: Plyk 2x2 In. <b>Misc:</b> Customer has manufacturer framing out opening to widen. And trim materials inside and outside.
202	Upstairs	<b>Window:</b> Double-hung, 1/1, Slope Sill Insert, Exterior White, Interior White. <b>Glass:</b> All Sash: High Performance, No Pattern. <b>Hardware:</b> White, Standard Color Hand Lift, Standard Color Extra Hand Lift. <b>Screen:</b> Fiberglass, Full Screen. <b>Grille Style:</b> Grilles Between Glass (GBG). <b>Grille Pattern:</b> Sash 1 - Colonial Plyk 2x2, Sash 2 - No Grille. <b>Misc:</b> None.
203	Upstairs	<b>Window:</b> Double-hung, 1/1, Slope Sill Insert, Exterior White, Interior White. <b>Glass:</b> All Sash: High Performance, No Pattern. <b>Hardware:</b> White, Standard Color Hand Lift, Standard Color Extra Hand Lift. <b>Screen:</b> Fiberglass, Full Screen. <b>Grille Style:</b> Grilles Between Glass (GBG). <b>Grille Pattern:</b> Sash 1 - Colonial Plyk 2x2, Sash 2 - No Grille. <b>Misc:</b> None.



# Itemized Order Receipt

dba: Renewal By Andersen of Southern New England  
Legal Name: Southern New England Windows, LLC  
RI #36079, MA #173245, CT #0634555, Lead Firm #1237  
10 Reservoir Rd | Smithfield, RI 02917  
Phone: 401-349-1384 | Fax: 401-633-6602 | sales@renewalsne.com

Bill & Kayleigh Fischer  
64 Caswell Street  
Narragansett, RI 02882  
H: (401)862-4652

ID#:	ROOM:	DETAILS:		
204	Upstairs	Window: Double Hung 11" x 14" Slope: 0.0 insert, Exterior White Interior White- Glass: All Sun High Performance No Pattern Hardware: White Standard Color: Standard Standard Color Tint: Hard Coat Screen: Polyester Full Mesh Grille Style: None Between Top: CR3 Grille Pattern: Wash 1 Colonial As a Bl. Gen 2 No Grille Misc: None		
<b>WINDOWS: 4</b>	<b>PATIO DOORS: 0</b>	<b>SPECIALTY: 0</b>	<b>MISC: 2</b>	<b>TOTAL \$6,987</b>



Renewal by Andersen is committed to our customers' safety by complying with the rules and lead-safe work practices specified by the EPA.



# Notice of Cancellation

dba: Renewal By Andersen of Southern New England  
Legal Name: Southern New England Windows, LLC  
RI #36079, MA #173245, CT #0634555, Lead Firm #1237  
10 Reservoir Rd | Smithfield, RI 02917  
Phone: 401-349-1384 | Fax: 401-633-6602 | sales@renewalsne.com

Bill & Kayleigh Fischer  
64 Caswell Street  
Narragansett, RI 02882  
H: (401)862-4652

You, the buyer(s) may cancel this transaction at any time prior to midnight on 11/25/2019 or the third business day after the date of this transaction, whichever date is later.

## NOTICE OF CANCELLATION

Date of Transaction: 11/21/19. You may cancel this transaction, without any penalty or obligation, before midnight on 11/25/2019 or the third business day after the date of this transaction, whichever date is later. If you cancel, any property traded in, any payments made by you under the Contract or Sale, and any negotiable instrument executed by you will be returned within 10 business days following receipt by the Seller of your cancellation notice, and any security interest arising out of the transaction will be canceled. If you cancel, you must make available to the Seller at your residence, in substantially as good condition as when received, any goods delivered to you under this Contract or Sale; or you may, if you wish, comply with the instructions of the Seller regarding the return shipment of the goods at the Sellers expense and risk. If you do make the goods available to the Seller and the Seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the Seller, or if you agree to return the goods to the Seller and fail to do so, then you remain liable for performance of all obligations under the Contract. To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram, to:

dba: Renewal By Andersen of Southern New England  
Legal Name: Southern New England Windows, LLC  
10 Reservoir Rd  
Smithfield, RI 02917  
Phone: 401-349-1384  
Fax: 401-633-6602  
Email: sales@renewalsne.com  
NOT LATER THAN MIDNIGHT OF 11/25/2019 OR THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION, WHICHEVER DATE IS LATER.

I HEREBY CANCEL THIS TRANSACTION

Buyer Signature

Date

## NOTICE OF CANCELLATION

Date of Transaction: 11/21/19. You may cancel this transaction, without any penalty or obligation, before midnight on 11/25/2019 or the third business day after the date of this transaction, whichever date is later. If you cancel, any property traded in, any payments made by you under the Contract or Sale, and any negotiable instrument executed by you will be returned within 10 business days following receipt by the Seller of your cancellation notice, and any security interest arising out of the transaction will be canceled. If you cancel, you must make available to the Seller at your residence, in substantially as good condition as when received, any goods delivered to you under this Contract or Sale; or you may, if you wish, comply with the instructions of the Seller regarding the return shipment of the goods at the Sellers expense and risk. If you do make the goods available to the Seller and the Seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the Seller, or if you agree to return the goods to the Seller and fail to do so, then you remain liable for performance of all obligations under the Contract. To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram, to:

dba: Renewal By Andersen of Southern New England  
Legal Name: Southern New England Windows, LLC  
10 Reservoir Rd  
Smithfield, RI 02917  
Phone: 401-349-1384  
Fax: 401-633-6602  
Email: sales@renewalsne.com  
NOT LATER THAN MIDNIGHT OF 11/25/2019 OR THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION, WHICHEVER DATE IS LATER.

I HEREBY CANCEL THIS TRANSACTION

Buyer Signature

Date



# Terms and Conditions of Sale

dba: Renewal By Andersen of Southern New England  
Legal Name: Southern New England Windows, LLC  
RI #36079, MA #173245, CT #0634555, Lead Firm #1237  
10 Reservoir Rd | Smithfield, RI 02917  
Phone: 401-349-1384 | Fax: 401-633-6602 | sales@renewalsne.com

Bill & Kayleigh Fischer  
64 Caswell Street  
Narragansett, RI 02882  
H: (401)862-4652

"I", "my," and "me" means each person who signs this Agreement as a buyer. "Contractor" means Southern New England Windows, "LLC d/b/a Renewal by Andersen of Southern New England. "We" and "us" mean both the buyer, or buyers if more than one, and the Contractor. Renewal by Andersen of Southern New England is an authorized and independent dealer of Renewal by Andersen. You are entering into a contract with Renewal by Andersen of Southern New England. I agree and understand that if I finance the work with Contractor or a third party, my separately provided financing documents will include the number of monthly payments and the amount of each payment, including any finance charge."

**Warranties/Intended Use:** I understand that Andersen Corporation ("Andersen") is providing me with a warranty in connection with my purchase. I understand that I should read Andersen's written warranty for complete details of my warranty coverage and that the Andersen warranty is available for my complete review before I sign this Agreement. I understand that the Andersen warranty will not be effective or enforced while a balance due remains on this Agreement.

**Contractor's Promises:** Contractor promises to perform all work in a professional manner and within industry standards. Contractor will remove and transport away from the premises any debris and waste materials that are generated by Contractor. Contractor shall obtain all building permits for the work to be performed under this Agreement.

**My Promises:** I promise to Contractor that (a) I will provide Contractor with reasonable access to my property, including access to electrical outlets; (b) I will be responsible for preparation, moving, and reinstalling of any materials, personal property, cars, or equipment as may be needed for Contractor to perform its work; (c) The walls and surfaces upon which the work is to be performed are sound and suitable for the work being performed; (d) When the work is "substantially complete", I will pay Contractor the balance due under this Agreement. I understand that "substantially complete" means the work has been materially finished and is functional as intended; (e) In the event that I disagree with Contractor that the work is substantially complete, I agree that I will not withhold more than 10% of the Total Job Amount; and (f) If taxes are necessary to complete the work, I will pay them unless the law requires Contractor to pay them. Contractor may place a small advertising sign in my yard at the time of install.

**Measurements:** I understand that dimensions referred to in this Agreement are estimates and used only for arriving at the Total Job Amount. I understand that the actual measurements will be determined during a follow-up visit by a qualified measurement technician. I understand that if Contractor must make changes to the estimated measurements, I will have to sign an addendum to this Agreement.

**Late Cancellation:** I understand that I have 3 business days to cancel this Agreement, as described on the front page of this Agreement. I understand that if I want to cancel this Agreement after those 3 business days, Contractor does not have to allow that. I understand that if Contractor does let me cancel, however, I will have to pay to Contractor a late cancellation fee equal to 25% of the Total Job Amount for Contractor's labor, administrative, and material costs.

**Delay/Unknown Conditions:** I understand that if Contractor determines that Contractor cannot perform the work according to Contractor's normal professional standards, then Contractor can cancel this Agreement, notify me in writing of the cancellation, and return my money to me. I understand that some of the things that could cause Contractor to cancel this Agreement would be incorrect pricing, unforeseen structural defects, or unknown pre-existing conditions to my property. I understand that Contractor is not responsible for structural or other defects in my property, and that Contractor's products do not cure those types of problems. I also understand that the work could be delayed by events that Contractor does not control, and that is acceptable to me. Some of the things that could cause the work to be delayed would be acts of God, labor strikes, inclement weather, material shortages, my inability to qualify for or obtain financing, delays by local government authorities in issuing or otherwise approving inspections, permitting, or other required authorizations for the work.

**Late Payment/Default:** I agree that if I do not pay Contractor any of the money owed when it is due, I can be charged a late fee of 1.5% on the amount owed for each month the money is owed and not paid. I also agree that if I default on my promises under this Agreement, and

Legal Name: Southern New England Windows, LLC  
dba: Renewal By Andersen of Southern New England

Buyer(s)

Signature of Sales Person

Signature

Signature

Kevin Gorman-Smith

Bill Fischer

Kayleigh Fischer

Print Name of Sales Person

Print Name

Print Name



# Terms and Conditions of Sale

dba: Renewal By Andersen of Southern New England  
Legal Name Southern New England Windows, LLC  
RI #36079, MA #173245, CT #0634555, Lead Firm #1237  
10 Reservoir Rd | Smithfield, RI 02917  
Phone 401-349-1384 | Fax: 401-633-6602 | sales@renewalsne.com

Bill & Kayleigh Fischer  
64 Caswell Street  
Narragansett, RI 02882  
H: (401)862-4652

Contractor hires an attorney to enforce this Agreement, I will pay Contractor its reasonable legal fees and related costs or expenses, as long as it is legal for me to do that. I agree and understand that in the event that I do not pay Contractor any of the money owed when it is due, Contractor may have a claim against me, which may be enforced against my property in accordance with the applicable lien laws. I also understand that if I finance the work with Contractor or a third party, my separately provided financing documents may include a security interest. I understand that I should read those documents closely.

**"I agree and understand that I will assert a dispute, claim, or controversy (hereafter referred to as a "Claim") arising under or relating to this Agreement only on behalf of my own self and that I will not assert a Claim on behalf of, or as a member of, a class or group in either an arbitration proceeding, a private attorney general action, or in any other forum or action. If a court determines that this specific paragraph is not fully enforceable, the court's determination shall be subject to appeal. This paragraph does not apply to any lawsuit or administrative proceeding filed against Contractor by a state or federal government agency.**

**Interpretation of This Agreement:** I agree that this Agreement will be enforced under the laws of the state where the work is being performed. If any part of this Agreement is determined to be invalid or illegal, then I agree that the rest of this Agreement will still be valid and enforceable. We both understand that this Agreement and any attachments, make up the entire understanding between us about the work Contractor is doing. There are no other oral or written agreements or representations on which we are relying. We both agree that any change to this Agreement must be in writing and signed by both of us. The paragraph headings contained in this Agreement are for convenience only and will not affect the meaning or interpretation of this Agreement.

**(Connecticut Sales Only)** The owner(s) of the home improvement contractor is or has been a shareholder, member, partner, or owner of the following corporations, limited liability companies, partnerships, sole proprietorships or other legal entities that have been a home improvement contractor during the previous five years: None."

**(Massachusetts Sales Only)** Any deposit required under this Agreement to be paid in advance of the commencement of work shall not exceed the greater of one-third of the total contract price or the actual cost of any materials or equipment of a special order or custom made nature, which must be ordered in advance of the commencement of work, in order to assure that the project will proceed on schedule. No final payment shall be demanded until this Agreement is completed to the satisfaction of the parties. **In Massachusetts, all contractors and subcontractors must be registered by the administrator of the board of building regulations and standards and any inquiries about a contractor or subcontractor relating to a registration should be directed to: Office of Consumer Affairs and Business Regulation, Ten Park Plaza, Suite 5170, Boston, Massachusetts 02116, Telephone: (617) 973- 8700. In Massachusetts, the contractor is responsible for applying for and obtaining any and all necessary permitting. Homeowners who secure their own permits will be excluded from the guaranty fund provisions of Massachusetts law.**

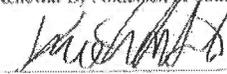
**(Rhode Island Sales Only)** The contractor and/or subcontractors or material persons may file a lien in accordance with the Rhode Island Mechanics Lien Act, chapter 28 of title 34.

**(Rhode Island Sales Only)** During the term of this Agreement, Contractor shall maintain public liability and property damage insurance covering the work of not less than \$500,000 combined single limit, bodily injury and property damage and workers' compensation insurance as required under chapter 29 of title 28.

**Condensation and Environmental Conditions:** Condensation, which can form on or within walls, siding, tiles, or other surfaces results from pre-existing conditions in a home and internal or external temperatures. Reducing the humidity in a home will often remedy any condensation problems. I agree that Contractor is not responsible for condensation or existing or developing spore or mold growth, which can be the result of condensation.

Legal Name: Southern New England Windows, LLC  
dba: Renewal By Andersen of Southern New England

Buyer(s)

  
Signature of Sales Person

  
Signature

  
Signature

Kevin Gorman-Smith  
Print Name of Sales Person

Bill Fischer  
Print Name

Kayleigh Fischer  
Print Name



# Sales Cost Savings Program (SCSP)

dba: Renewal By Andersen of Southern New England  
Legal Name: Southern New England Windows, LLC  
RI #36079, MA #173245, CT #0634555, Lead Firm #1237  
10 Reservoir Rd | Smithfield, RI 02917  
Phone 401-349-1384 | Fax: 401-633-6602 | sales@renewalsne.com

Bill & Kayleigh Fischer  
64 Caswell Street  
Narragansett, RI 02882  
H: (401)862-4652

To: All Sales Personnel

Date: September 1, 2005

From: Matthew Esler - CEO/COO Renewal by Andersen of Southern New England

Re: Sales Cost Savings Program (SCSP)

At Renewal by Andersen, we are always looking for ways to **increase value**, and we've found a new way to **lower costs to our customers**. The majority of customers that we meet love Renewal by Andersen and are comfortable enough to award us the project on the initial visit. For a variety of reasons, some customers feel they need time to "think it over" for a day or two before placing the order. This requires a second visit.

*We are happy to visit our customers as many times as it takes to earn their business.*

**However, when the consumer makes a buying decision on the first visit, the sales cost of additional visits is saved and we are happy to pass that savings on to our customers. Please keep in mind, the savings are only realized during the initial visit.**

Please keep in mind, the savings are only realized during the initial visit.

Best Regards,

Matthew Esler

CEO/COO, Renewal by Andersen

**By signing below I acknowledge receipt of the initial visit, sales cost savings plan. As a way of saying thank you, this savings will be included in all your future orders.**

Legal Name: Southern New England Windows, LLC  
dba: Renewal By Andersen of Southern New England

Buyer(s)

Signature of Sales Person

Signature

Signature

Kevin Gorman-Smith

Bill Fischer

Kayleigh Fischer

Print Name of Sales Person

Print Name

Print Name



# Important Project Information

dba: Renewal By Andersen of Southern New England  
Legal Name: Southern New England Windows, LLC  
RI #36079, MA #173245, CT #0634555, Lead Firm #1237  
10 Reservoir Rd | Smithfield, RI 02917  
Phone: 401-349-1384 | Fax: 401-633-6602 | sales@renewalsae.com

Bill & Kayleigh Fischer  
64 Caswell Street  
Narragansett, RI 02882  
H: (401)862-4652

## CUSTOMER RESPONSIBILITIES

### POSSIBLE GLASS LOSS FOR WINDOWS AND DOORS

Customer has been made aware of the possible glass loss that occurs with the installation of replacement windows.

### POSSIBLE GLASS LOSS FOR BAY AND BOW WINDOWS

Customer acknowledges acceptance of substantial glass loss due to the engineering of the frame to properly support the weight of the new unit. It is recommended when purchasing a bow window to replace the existing unit with one less section. For example, a 5 section bow should be replaced with a 4 section bow to help offset glass loss.

### PAINTING/STAINING

#### RENEWAL BY ANDERSEN DOES NOT PERFORM ANY PAINTING OR STAINING ON ANY WINDOWS, DOORS OR TRIM.

In order to provide you with the best finished product, our installers will not prefill nail holes. These tasks will be completed during the painting/staining process. It is your responsibility to coordinate and pay for all painting and/or staining after the windows are installed, including any new interior stops (replaced as needed) which is a small interior piece of wooden trim removed or installed during the installation of the windows.

### ENLARGING, WIDENING OR NEW OPENINGS

Renewal by Andersen does not have the licensing to perform electrical or plumbing work, nor will the company be held liable for the removal or relocation of any electrical and/or plumbing that is discovered inside of the wall during the installation. If discovered, Renewal by Andersen will leave the opening sealed from exterior elements and notify the customer to discuss your responsibilities in getting said electrical and/or plumbing moved. Once electrical and/or plumbing is moved customer will call Renewal by Andersen to schedule the installation of the balance of the project.

### EXTERIOR ACCESS TO OPENINGS

Customer must provide reasonable access to the exterior of each opening to perform the proper exterior installation and weather proofing guidelines. This may require some shrub and/or tree limbs to be trimmed back so an installer can have access with a ladder to the exterior of an opening.

### FURNITURE AND DECORATIONS

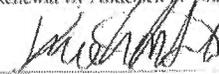
We ask that you remove any furniture that may block access to the windows or door openings. We ask that you remove the pictures from the walls being worked on and any decorations that are in the work area before work begins. This will greatly reduce the likelihood of any accidental damage to personal property.

### WINDOW COVERINGS

Please remove all blinds, shades or shutters before we arrive. Should you need assistance removing and reinstalling your existing blinds, shades or shutters, we offer that as a fee based service, but we are not responsible for the fit or operation of the blinds, shades or shutters. We also assume no liability for any new blinds or shutters: that includes fit, measuring and installation. All of these processes should be handled by a professional window treatment company.

Legal Name: Southern New England Windows, LLC  
dba: Renewal By Andersen of Southern New England

Buyer(s)

  
\_\_\_\_\_  
Signature of Sales Person

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

**Kevin Gorman-Smith**  
\_\_\_\_\_  
Print Name of Sales Person

**Bill Fischer**  
\_\_\_\_\_  
Print Name

**Kayleigh Fischer**  
\_\_\_\_\_  
Print Name



# Important Project Information

dba: Renewal By Andersen of Southern New England  
Legal Name: Southern New England Windows, LLC  
**RI #36079, MA #173245, CT #0634555, Lead Firm #1237**  
10 Reservoir Rd | Smithfield, RI 02917  
Phone: 401-349-1384 | Fax: 401-633-6602 | sales@renewalsne.com

**Bill & Kayleigh Fischer**  
64 Caswell Street  
Narragansett, RI 02882  
H: (401)862-4652

### AIR CONDITIONING UNITS

Owner is responsible for the removal and reinstallation of any AC units and brackets.

### ALARM SYSTEMS

Owner is responsible for the removal and reinstallation of any existing alarm systems. **PLEASE CONTACT ALARM COMPANY FOR DETAILS.**

### PETS

Because not all pets react favorably to the excitement of the construction process, we ask that you keep all of your pets confined during the time we are working on your home. This should keep them from becoming stressed, accidentally escaping or possible injury.

### SECOND AND FINAL PAYMENT

The second payment is due at start of installation and final payment is due at the completion of the installation. The check is made payable to Renewal by Andersen of SNE. You may hand the check to the installer who will then bring the check into the office. If you have financed your project, there will be a finance sign off form made available to you by the installation crew. Credit Card payments can only be accepted for one third of the total project cost.

### WHAT IS INCLUDED

Renewal by Andersen will insulate, caulk and seal windows with our 3-point defense system to prevent water and air infiltration

### VISIBLE ROT

RbA of SNE will replace or repair VISIBLE rot on sills or exterior casings. **NOT INCLUDED Any UNSEEN, HIDDEN or STRUCTURAL rot, that will be addressed at time of discovery.**

### HAUL AWAY/DISPOSAL & CLEAN UP

RbA of SNE will clean up all job related debris, including old windows and storms, and will vacuum nightly.

### FINISH PAPERWORK

RbA of SNE will present customer with maintenance manuals and warranty documents upon completion of project and payment in full.

### PERMITS

The fee for any and all required building permits is to be paid by the customer to Renewal by Andersen. Renewal by Andersen will secure any and all required building permits. On occasion, an outstanding customer bill with the municipality will prohibit Renewal by Andersen from securing a permit. When applicable, contractor will notify customer and it is up to the customer to pay any owed balance to the town so contractor can secure the proper permits prior to installation. We ask that the customer close out the permit, after installation, with the issuing municipality when necessary.

**ALL CURRENT PROMOTIONS AND DISCOUNTS HAVE BEEN APPLIED TO THIS AGREEMENT - ANY FUTURE DISCOUNTS OR SALES CANNOT BE APPLIED AT A LATER DATE.**

Legal Name: Southern New England Windows, LLC  
dba: Renewal By Andersen of Southern New England

Buyer(s)

Signature of Sales Person

Signature

Signature

Kevin Gorman-Smith

Bill Fischer

Kayleigh Fischer

Print Name of Sales Person

Print Name

Print Name



## Price Presentation Discounts

dba: Renewal By Andersen of Southern New England  
Legal Name: Southern New England Windows, LLC  
**RI #36079, MA #173245, CT #0634555, Lead Firm #1237**  
10 Reservoir Rd | Smithfield, RI 02917  
Phone: 401-349-1384 | Fax: 401-633-6602 | sales@renewalsisne.com

**Bill & Kayleigh Fischer**  
64 Caswell Street  
Narragansett, RI 02882  
H: (401)862-4652

**PROJECT PRICE BEFORE DISCOUNTS**

**\$9,550**

### INDIVIDUAL SAVINGS BASED ON 4 UNITS

#### Advertised Offer

20% Off Project

3% Off Project

Savings:

**\$1,910**

**\$286**

#### Sales Cost Savings Program (5%)

Savings:

**\$367**

**TOTAL PRICE: \$6,987**

**\$2,563**  
**SAVINGS**



Renewal by Andersen of Southern New England  
 10 Reservoir Road, Smithfield, RI 02917

RI Reg # 12259/30839 CT  
 HIC.0562725 MA HI # 119535  
 Lead Hazard Control Firm  
 License #LHCF-0059  
 Federal Tax ID# 46-0566630

**Contract Amendment**

This Amendment ("Amendment") is to the CUSTOM WINDOW AND DOOR REMODELING AGREEMENT ("Agreement") by and between Southern New England Windows, LLC. dba Renewal by Andersen of Southern New England and Bill & Kayleigh Fischer (buyers). Contractor and Buyer(s) hereby agree to amend and modify the Agreement as indicated below. Other than as specifically indicated below, all the terms and conditions of the Agreement will remain in full force and effect. This Amendment is subject to the terms and conditions of the Agreement.

The following is an addendum to the Agreement dated: 11/21/2019

**Bill,**

**As we discussed,**

**We are going to construct a rough opening for the awning window, this will include the header, framing, drywall/blue board, and exterior casings (including primed pine board and cedar shakes, removal and reinstall of the exterior gutters. As you have supplied some of the materials, we have supplied the rest.**

**This did increase the scope of the job and the price to get the job complete.**

Original Contract Price:	6987
New Contract Price:	8087
Financing Approval Amount	0
Method of Payment (if other than finance):	Cash/check

It is agreed and understood by and between the parties that this Amendment and the original Agreement constitute the entire understanding between the parties, and there are no verbal understandings changing or modifying any of the terms of this Amendment. Buyer(s) hereby acknowledges that they have read and agree to this Amendment on the date written below

**Disclaimer for customers with obtained Greensky financing.**

Buyer acknowledges that if original contract amount has increased due this Amendment, that within 24 hours of this Amendment, Southern New England Windows LLC, dba Renewal by Andersen of Southern New England will contact Greensky to increase loan amount. The buyer(s) are responsible for contacting Greensky to confirm any change to funding.

Greensky Financing Customer Service Phone Number (866) 936-0602

You are hereby agreeing to all changes listed above and further certify that Greensky has been made aware of any financing changes as a result of this amendment.

Title	Name	Date
Renewal by Andersen Project Consultant	Kevin Gorman-Smith	2/3/2020
Buyer(s)	Bill Fisher	
Buyer(s)	Kayleigh Fischer	

Exhibit #2:

Email from Andersen Representative  
dated January 16, 2020

Re: Photographs of 64 Caswell Street

---

**Pictures**

1 message

**Kevin Smith** <kgormansmith@renewalsne.com>  
To: "bfischer@tnorthcomm.com" <bfischer@tnorthcomm.com>

Thu, Jan 16, 2020 at 2:22 PM

Mr. Fischer,

Can i swing by your home to take some outside pics. The permit dept at the town is requiring 360 degree exterior pics becuase its in narragansett historic area.

Let me know,

Thank you  
Kevin GS

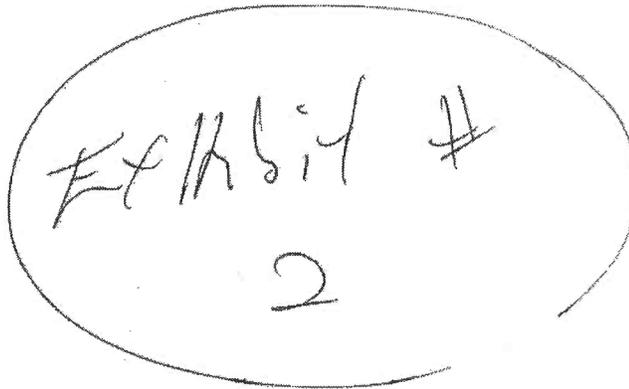


Exhibit #3:

Andersen – Customer Project  
Completion Form

---

# ZERO-DEFECT FORM

CONTRACT FOR CUSTOMER HAPPINESS!

Customer Bill Fischer

Installer James Ward

## I. HOMEOWNER WALK-THROUGH REVIEW

Thank you for choosing Renewal by Andersen®!		To ensure we've met your expectations before leaving, please answer the following questions.		
		YES	NO	N/A
1.	Do all products open and close properly?	<input checked="" type="checkbox"/>		
2.	Are screens free of holes and tears?	<input checked="" type="checkbox"/>		
3.	Were glass and frames cleaned satisfactorily?	<input checked="" type="checkbox"/>		
4.	Were precautions used (such as drop cloths) to protect your property?	<input checked="" type="checkbox"/>		
5.	Was the interior and exterior of the home cleaned to your satisfaction?	<input checked="" type="checkbox"/>		
6.	Was the operation of all products demonstrated clearly?	<input checked="" type="checkbox"/>		
7.	Was final payment received?	<input checked="" type="checkbox"/>		
8.	DID WE EARN "5 STARS" (★★★★★)? When you receive your Andersen Corporation survey in the mail, would you be willing to give us high marks on Question #2: "How likely would you be to recommend Renewal by Andersen....?"	<input checked="" type="checkbox"/>		
9.	May we leave our disposable job sign behind? If a traceable order results from the sign or if you make a direct referral, you'll receive \$100.00 and we'll enter you in a drawing with a 1-in-100 chance to win \$10,000.00.	<input checked="" type="checkbox"/>		

## II. "YOUR WINDOW TO GREAT REWARDS®" GOOD NEIGHBOR PROGRAM

Please share the names of neighbors or friends whose homes are about the same age as yours. If they choose Renewal by Andersen windows or patio doors, we'll send you a check for \$100, and enter you in a 1-in-100 drawing for \$10,000!

Write recommendations below, Or call 866-543-8205 or visit [www.WinningReferral.com](http://www.WinningReferral.com)

### THE NAME OF A NEIGHBOR AND "5 Stars" (★★★★★) CAN BE YOUR INSTALLER'S BEST TIP

It has been a pleasure serving you. Please share your Renewal by Andersen experience. We'll send your neighbors the same information, and the special offer you received.

<b>Neighbor 1 info:</b>	<b>Neighbor 2 info:</b>
NAME _____	NAME _____
ADDRESS _____	ADDRESS _____
CITY STATE ZIP _____	CITY STATE ZIP _____
TELEPHONE/FAX _____	TELEPHONE/FAX _____

**NOTE: WE WILL NEVER SELL OR SHARE ANY INFORMATION YOU PROVIDE**

### GOOGLE REVIEWS:

If you love Renewal by Andersen of Southern New England please write a review on Google.

## III. HOMEOWNER RECEIPT OF PAYMENT

Amount received: \$ \_\_\_\_\_

OFFICE USE ONLY (Installer notes)

*EXHIBIT #3*

Homeowner's Signature \_\_\_\_\_ Project Completion Date 3/4/2020  
 Installer's Signature \_\_\_\_\_ Project Completion Date 3/4/2020

**Exhibit #4:**

**Application for Certificate of  
Appropriateness for 64 Caswell Street  
Application Date: 2-21-2020**

---



Town of Narragansett, 25 Fifth Avenue, Narragansett, RI 02880

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS  
Recommendation of Compatibility, or advisory opinion

EXHIBIT # 4

Date received by the Planning Department: 2-21-2020, Signed Nedi Petrone  
Date certified as complete: \_\_\_\_\_, Signed \_\_\_\_\_

Please fill out the application form completely. Use Not Applicable, "NA," where appropriate.  
Complete this application in BLACK or BLUE ink only.  
Illegible/incomplete applications will be returned to the applicant.  
Hearing Dates and Filing Deadlines are posted at Town Hall and [www.narragansettri.gov](http://www.narragansettri.gov).

PART I - GENERAL INFORMATION

PROPERTY ADDRESS: 64 Caswell St.  
Plat: Lot: D-35  
Property Name (if any, including historic): Metatoxet Cottage  
Original Date of Construction: 1885

AUTHORIZED REPRESENTATIVE: Andrew Sweet  
Telephone: 401-714-6399  
Email: asweet995@gmail.com  
Mailing Address: 10 Reservoir Rd  
Smithfield, RI 02917

APPLICANT (Legal Owner of Record): Bill & Kayleigh Fischer  
Telephone: (401) 862-4652  
Email: \_\_\_\_\_  
Mailing Address: 64 CASWELL ST, Narragansett, RI  
02882

PART II - ADDITIONAL INFORMATION

- The property is in condominium ownership. Proof of board or association approval must be attached.
- This application is filed in response to a violation notice.
- This application is a modification of plans previously-approved (date(s) \_\_\_\_\_) by the HDC.
- Applicant has filed for a building permit from the Town (attached application).
- This project requires other approvals, as follows: Zoning \_\_\_\_\_ CRMC \_\_\_\_\_ Other (describe): \_\_\_\_\_ (attach applications)
- This project is a Rhode Island Historic Homeowner's Tax Credit project, or a Federal Rehabilitation Tax Credit project (attach appropriate tax credit application describing approved work).
- Access to the subject property requires special arrangements.
- Applicant has read the *NHDC Historic Preservation Standards and Guidelines* and understands them (available from the Department of Community Development)

Briefly provide the following information in narrative form if a contributing building (built on or prior to December 30, 1949):

A. Architectural description of property as it now exists, including character-defining architectural elements (provide continuation sheets as needed): Note: Do not include proposed renovations here.  
19th Century shingled Victorian "summer cottage".

B. Historical significance of property (provide continuation sheets as needed):

**PART III - SUMMARY OF PROPOSED WORK.**

A. Describe in summary form all proposed exterior alterations to the subject property here. For example, "Replace All North Wall Shingles, Replace Five Windows and Rebuild Two Chimneys" or "Construct New House." Do not leave this section blank. If replacement in-kind with like or duplicate materials is proposed, be sure to mention the work plan here and where appropriate on the checklist below. Provide addition continuation sheets as needed.

INSTALL (3) Replacement DBL-HUNG Windows with Grids Between the glass. (\* See Attached "Detail" sheets for more specific information.)  
 INSTALL (1) Awning Window with 3/3 grid pattern - grids between the glass.  
 Awning window requires minor construction to reframe opening to accept the awning window.

B. Please check ALL applicable categories below and provide detailed explanations on how the project meets the applicable NHDC Historic Preservation Standards and Guidelines (available from the Department of Community Development). If the category does not apply check the appropriate box for "NA" next to the category listing. Applicants may reference the guideline by its number.

NA (Check  where appropriate)

Minor Alteration(s) - Any repair or replacement of existing building features or any new construction of less than 25% of an existing structure's footprint:

Major Alteration(s) - Any new construction adding more than 25% of an existing structure's footprint or any new freestanding structure(s) (including garages, sheds, barns, pools, pool houses, etc):

	REPAIR	REPLACE	Explain
<input type="checkbox"/> Foundation	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Stonework/masonry	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Exterior architectural features, including decorative features:	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Roof(s), Skylight(s), New roof line, Rooftop decks or Widows Walks:	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Chimney(s):	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Shutters, Awnings:	<input type="checkbox"/>	<input type="checkbox"/>	_____

REPAIR    REPLACE    Explain

Exterior wall(s) including but not limited to shingle, clapboard, masonry:            \_\_\_\_\_

Window(s) and/or Door(s):  
(With replacement applications, a detailed inventory and analysis of window or door deterioration is required.)            *\* See Summary of Proposed Work and "details" Attachment*

Porches, Entries            \_\_\_\_\_

Landscape/site features, decorative or Retaining Wall(s)            \_\_\_\_\_

Outbuilding(s)            \_\_\_\_\_

Pool(s); Site Structure(s)            \_\_\_\_\_

Mechanical/Electrical Equipment:            \_\_\_\_\_

New Construction - Attached to Existing Structure:            \_\_\_\_\_

\_\_\_\_ New Construction - Free-Standing:

\_\_\_\_ Demolition (selective or partial):

\_\_\_\_ Demolition (full building):

\_\_\_\_ Other (describe):

**PART IV – REQUIRED APPLICATION MATERIALS**

**PLEASE READ CAREFULLY TO CONFIRM THAT ALL REQUIRED MATERIALS ARE INCLUDED IN THE COMPLETED APPLICATION YOU SUBMIT**

All NHDC application materials must be submitted on unbound 8.5"x 11", 8.5"x 14" or 11"x 17" paper, single-sided, to facilitate electronic scanning, copying, posting and archiving.

**1: COMPLETED APPLICATION FORM (pages 4-8)** [Check appropriate box; Waiver Requested (WR) , Material Submitted (MS)

WR  **2: PHOTOGRAPHS:** Color photographs (4" x 6" or larger) clearly depicting current (existing) conditions at the property are required for all applications. Include a minimum of one (1) street view of the property showing any portions of the building(s) that are visible and a minimum of one (1) photograph of each elevation that will be affected by the proposed work. Photographs may be either printed or good-quality laser color copies. Inkjet-printed photos cannot be accepted due to fading over time. Date and legal address of subject property should be indicated on all photographs. Including historic views of the subject property is encouraged.

WR  **3: DRAWINGS:** If architectural drawings are required, one (1) original drawn scale set should be submitted along with one (1) copy of the original, reduced to fit on 8"x11", 8"x14" or 11"x17" paper. Drawings must include date, graphic scale, North arrow, and proposed materials. If the application proposes modifications to a project already granted HDC approval, an 11"x17" copy of the previously-approved drawings must be included along with new drawings depicting proposed modifications. Please note that applications for any major construction require architectural drawings that meet professional standards. Elevation drawings are required for most alteration projects and should show existing conditions and proposed alterations on all elevations that will be affected by proposed work, (1/4" = 1' scale or larger for most residential-scale projects).

WR  **Elevation detail and cross section drawings** are required for proposed projects (including new construction and major alteration) that involve new or altered windows, doors, dormers, porches, trim elements and other new or altered architectural features, (3/4" = 1' scale or larger).

WR  **Repair and/or replacement in-kind projects** require **product information**, and normally do not require drawings.

WR  **Full scale details** may be required for certain proposed new architectural elements (moldings and other trim elements, for example.)

WR  **Site plan** is required for any alteration to existing building footprints, including proposed free-standing construction or additions to existing buildings as well as for the addition of at-grade mechanical equipment, (1"=20' scale or larger).

WR  **Perspective drawings** (or some other form of perspective depiction, such as photomontage) may be required for proposed new free-standing construction or substantial alteration of existing buildings or sites. Drawings may be required to show comparisons with nearby buildings along the street. A massing model of the building showing the proposed construction may also be required.

WR  **All required architectural drawings and site plans** shall be prepared by a licensed architect, landscape architect, and/or engineer unless otherwise waived.

**4: MATERIALS/PRODUCT LITERATURE/SAMPLES:** All proposed materials must be clearly indicated on drawings. Product literature or manufacturer cut sheets for stock items should also be submitted. Material samples are requested on a case-by-case basis, but are generally required for any proposed new construction or substantial alteration of existing buildings.

**PART V - SIGNATURE**

I certify that (i) I am the Legal Owner of Record or legally authorized representative to sign on behalf of the property's Legal Owner of Record and (ii) all of the information provided in and with this application is true and accurate to the best of my knowledge.

Applicant's Signature: William Fischer Date: 2/19/20

Applicant's Printed Name: William Fischer

Representative's Signature: Andrew Sweet Date: 2/19/20

Representative's Printed Name: Andrew Sweet

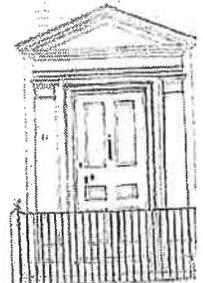


Exhibit #5:

Emails from Michael DeLuca,  
Community Planning Director to  
Andersen

---

EXHIBIT 5

**Michael Deluca**

---

**From:** Michael Deluca  
**Sent:** Tuesday, February 25, 2020 9:50 AM  
**To:** 'Andrew Sweet'  
**Cc:** abcore@cox.net  
**Subject:** 64 Caswell Street

Andrew:

I have received your application for 64 Caswell street. I understand the extent of window replacement proposed, but have a few questions. The previous owner, Carol Suprenant received approval to replace several windows in the rear of the house a few years back. She used Kolbe brand windows with true-divided lites. I am unsure how well the Andersen replacements match up with the Kolbe's and if the windows specified will have true divided lites. Please provide an explanation or copy of Andersen spec sheet that addresses this issue.

Regards,

*Michael J. DeLuca, AICP*  
*Director of Community Development*  
*Town of Narragansett*  
*25 Fifth Avenue*  
*Narragansett, RI 02882*  
*(401) 782-0602*  
[mdeluca@narragansettri.gov](mailto:mdeluca@narragansettri.gov)

Director of Community Development

Town of Narragansett

25 Fifth Avenue

Narragansett, RI 02882

(401) 782-0602

[mdeluca@narragansettri.gov](mailto:mdeluca@narragansettri.gov)

### Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more [Click Here](#).

**CAUTION:**This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

## Michael Deluca

---

**From:** Michael Deluca  
**Sent:** Tuesday, March 03, 2020 11:08 AM  
**To:** 'Andrew Sweet'  
**Subject:** 64 Caswell Street

Andrew:

Addendum to my previous email –

Has this change been discussed with your client and have they agreed to the change in window specifications? Right now the application states their intention to use the GBG type windows. We need to know if they are on board with the change you submitted last week.

I am working to get this application on the March 17<sup>th</sup> agenda but need to hear from you or the client before making that call. Need an answer by Thursday morning.

Respectfully,

Michael DeLuca, AICP  
Community Development Director  
Town of Narragansett

**From:** Andrew Sweet <asweet995@gmail.com>  
**Sent:** Tuesday, February 25, 2020 2:15 PM  
**To:** Michael Deluca <mdeluca@narragansetttri.gov>  
**Subject:** [EXTERNAL] Re: 64 Caswell Street

Hi Mike,

Our original proposal was to install Grids between the Glass.  
Based on your reply, I assume that might not be a suitable replacement.  
I have attached our Full Divided Lite spec sheet for your review.  
Please review and let me know your comments / concerns.  
Thank you,  
Andy Sweet

On Tue, Feb 25, 2020 at 9:49 AM Michael Deluca <[mdeluca@narragansetttri.gov](mailto:mdeluca@narragansetttri.gov)> wrote:

Andrew:

I have received your application for 64 Caswell street. I understand the extent of window replacement proposed, but have a few questions. The previous owner, Carol Suprenant received approval to replace several windows in the rear of the house a few years back. She used Kolbe brand windows with true-divided lites. I am unsure how well the Andersen replacements match up with the Kolbe's and if the windows specified will have true divided lites. Please provide an explanation or copy of Andersen spec sheet that addresses this issue.

Regards,

*Michael J. DeLuca, AICP*

*Director of Community Development*

*Town of Narragansett*

*25 Fifth Avenue*

*Narragansett, RI 02882*

*(401) 782-0602*

[mdeluca@narragansettri.gov](mailto:mdeluca@narragansettri.gov)

#### **Disclaimer**

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by Mimecast Ltd, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more [Click Here](#).

**CAUTION:**This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

## Michael DeLuca

---

**From:** Michael DeLuca  
**Sent:** Tuesday, March 03, 2020 11:03 AM  
**To:** 'Andrew Sweet'  
**Subject:** RE: [EXTERNAL] Re: 64 Caswell Street

Andrew:

Thanks for this update. Do you have a corresponding update to the itemized order receipt reflecting this change?

Michael DeLuca, AICP  
Community Development Director  
Town of Narragansett

**From:** Andrew Sweet <asweet995@gmail.com>  
**Sent:** Tuesday, February 25, 2020 2:15 PM  
**To:** Michael DeLuca <mdeluca@narragansetttri.gov>  
**Subject:** [EXTERNAL] Re: 64 Caswell Street

Hi Mike.

Our original proposal was to install Grids between the Glass.  
Based on your reply, I assume that might not be a suitable replacement.  
I have attached our Full Divided Lite spec sheet for your review.  
Please review and let me know your comments / concerns.  
Thank you,  
Andy Sweet

On Tue, Feb 25, 2020 at 9:49 AM Michael DeLuca <[mdeluca@narragansetttri.gov](mailto:mdeluca@narragansetttri.gov)> wrote:

Andrew:

I have received your application for 64 Caswell street. I understand the extent of window replacement proposed, but have a few questions. The previous owner, Carol Suprenant received approval to replace several windows in the rear of the house a few years back. She used Kolbe brand windows with true-divided lites. I am unsure how well the Andersen replacements match up with the Kolbe's and if the windows specified will have true divided lites. Please provide an explanation or copy of Andersen spec sheet that addresses this issue.

Regards,

*Michael J. DeLuca, AICP*

Exhibit #6:

Bill Fischer email to HDC dated  
4-13-2020

---

6  
April 13, 2020

Narragansett Historic District Commission  
Narragansett Town Hall  
25 Fifth Avenue  
Narragansett, RI 02882

Re: written testimony related to 64 Caswell Street – window replacement

Dear members:

Along with my wife Kayleigh, I can assure you we were proud to close on 64 Caswell Street (Plat D, Lot 35) "Metatoxet Cottage" last summer and become part of the Narragansett Pier community. We have a deep appreciation of the historic importance of our residence, the role of the commission and the associated rules of the historic district where our home is located. To that end, we consider ourselves simple stewards of the property with a responsibility to maintain the residence for future generations.

Last summer we hired Sweenor Builders to embark on a significant renovation of the 2<sup>nd</sup> floor to update the master bedroom, master bathroom and guest bathroom. This was a multi-month project that eventually included significant upgrades to the wiring and plumbing, insulation of walls and attic and the installation of central heating and cooling. Sweenor managed all of our building permits and regulatory reviews all passed muster by town inspectors.

Throughout this process, we continued to have a dialogue with Sweenor about the possibility of replacing three windows in the master bedroom and replace and possibly enlarge the one window in the master bathroom. To be clear, Sweenor was clear with us that this would require approval of the NHDC.

As the fall approached the project was coming to a conclusion and we had not made a determination on window replacement. Knowing the previous owner had navigated these matters on her own and knowing a I had a building permit in hand I made the regrettable decision to embark on the final phase of the project on my own. In November, I contacted Andersen Replacement Windows and eventually signed a contract (Exhibit #1) on 11/21/19. The contract stipulated that all permitting would be the responsibility of Andersen Replacement Windows.

The local sales representative seemed knowledgeable, indicated his family lived in the neighborhood and assured us that he had navigated the permitting and historic approvals needed for similar projects many times in this area. The lead-time just for the windows to be constructed was 8-10 weeks. At this point we did not have a delivery or construction date and with winter looming I assumed a potential scenario where the windows would be delivered and stored in the garage for a spring installation.

Additionally, I want to have a good working relationship with the Town and NHDC. The house is in need of many more repairs and going forward I will let my local contractor Sweenor Builders handle all applications or involve myself personally to avoid this circumstance in the future. In short, it has been a learning experience. I had looked forward to meeting all of you in person, given the current dynamics I will do my best to navigate the Zoom meeting and answer any and all questions you may have.

Sincerely,



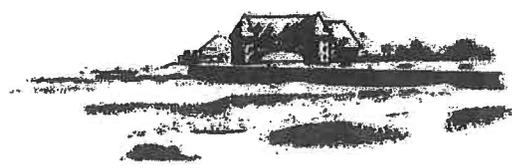
William Fischer  
64 Caswell Street  
Narragansett, Rhode Island

Cc: Michael J. Deluca  
Heidi Petrone

Exhibit #7:

HDC Staff Review – March 11, 2020

---



**TOWN OF NARRAGANSETT**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**25 FIFTH AVENUE ~ NARRAGANSETT, RI 02882**

**TO:** Keith Lescarbeau, Chairman of the Historic District Commission  
**FROM:** Michael J. DeLuca, AICP, Community Development Director  
**DATE:** March 11, 2020  
**SUBJECT: Staff Review – 64 Caswell Street – new windows  
Assessors Plat D, Lot 35**

---

**A. BACKGROUND INFORMATION**

The owners of record of this property are William and Kayleigh Fischer. The site is located at 64 Caswell Street on a 20,100 square foot lot in an R-10 Residential Zone. This property is located within the regulated Central Street Historic District. There are two (2) structures located on the site; a single family house and a garage.

- 1. Documents which are part of the application:
  - a. Application for Certificate of Appropriateness presumptively signed by William Fischer dated 2/10/20
  - b. Seven (7) recent photographs of “Metatoxet Cottage” with windows in question circled.
  - c. Copy of replacement window specifications and quote from Southern New England Windows dated 11/21/19.

2. Historic District – This property is located in the Central Street Historic District.

Additional Matters – This request is for the replacement of four (4) windows of different makes and styles with Andersen replacement windows. Attached you will find the National Register Inventory Nomination form and a copy of the Historic Building Data Sheet for this property from the RI Statewide Survey.

**B. STAFF FINDINGS**

Staff review of this proposal finds the following elements regulated under the Town Historic District regulations as described in Chapter 917 of the Town Code of Ordinances.

- 1. **Summary of proposed work:**
  - i. Replace 4 windows on north side and rear faces of the residence.

## 2. Alterations:

- i. **Windows**– Applicant proposes replacement of four existing double-hung windows with Andersen replacement windows. Three are proposed to be “Fibrex” composite double hung windows with low-E glass and grille between the glass. The lite pattern is intended to be “12 over 1” as shown on the quote sheets. The fourth window is proposed as an awning style with grille between the glass divided into 9-lite pattern, (3h x 3w). It is slightly larger than the window it replaced.

**Finding #1:** Staff is uncertain if this element complies with Guideline #39 allowing for replacement of non-historic windows with a new design more closely related to the windows located throughout the rest of the house. The model proposed will have “grills between the glass” which is not consistent with the Kolbe “performance divided lites” installed in the 2012 application by the previous owner.

**Finding #2:** Staff is also not certain that the awning type window in the rear meets the standards of Guideline #36 or #40. Location on the rear wall may reduce the HDC sensitivity to the change in style and size.

**Finding #3:** All 4 windows have been installed presumptively under an open building permit issued for interior renovations last year. Two are on the rear façade and two are on the north side façade. Staff has met with the owner who was unaware that his contractor had not secured the appropriate HDC approval in advance. Mr. Fischer fully intends to work with the HDC to rectify the permitting problem.

**Finding #4:** In regard to the overall impact of the new windows, it is important to note the location on rear and side façades of the house, not the front. This is an important contextual point because these are considered façades of lesser visual impact. However, it is equally important to coordinate the window types to be consistent in design and patterning as well as construction specifications. The decision on these windows may set a design standard for the remainder of the house.

## C. RECOMMENDATION

Staff would not be supportive of this application had it come in prior to installation. The owner is sincere in his dissatisfaction with the contractor who was paid to secure all necessary permits. He has indicated his interest in seeking remunerations from the installer. At this time it is uncertain if staff will support after-the-fact approval of this completed project or if it is in the best interests of the HDC and the owner to hold the hearing open to allow for possible settlement between the parties.

If the Commission sees fit to approve the application, staff suggests the following stipulations:

- a. That the windows fit as closely to the original openings as possible.
- b. That the design components of future window replacements more accurately complement the original windows.

Exhibit #8:

Photographs of Four Replacement  
Windows:

South Facing (2 Windows)

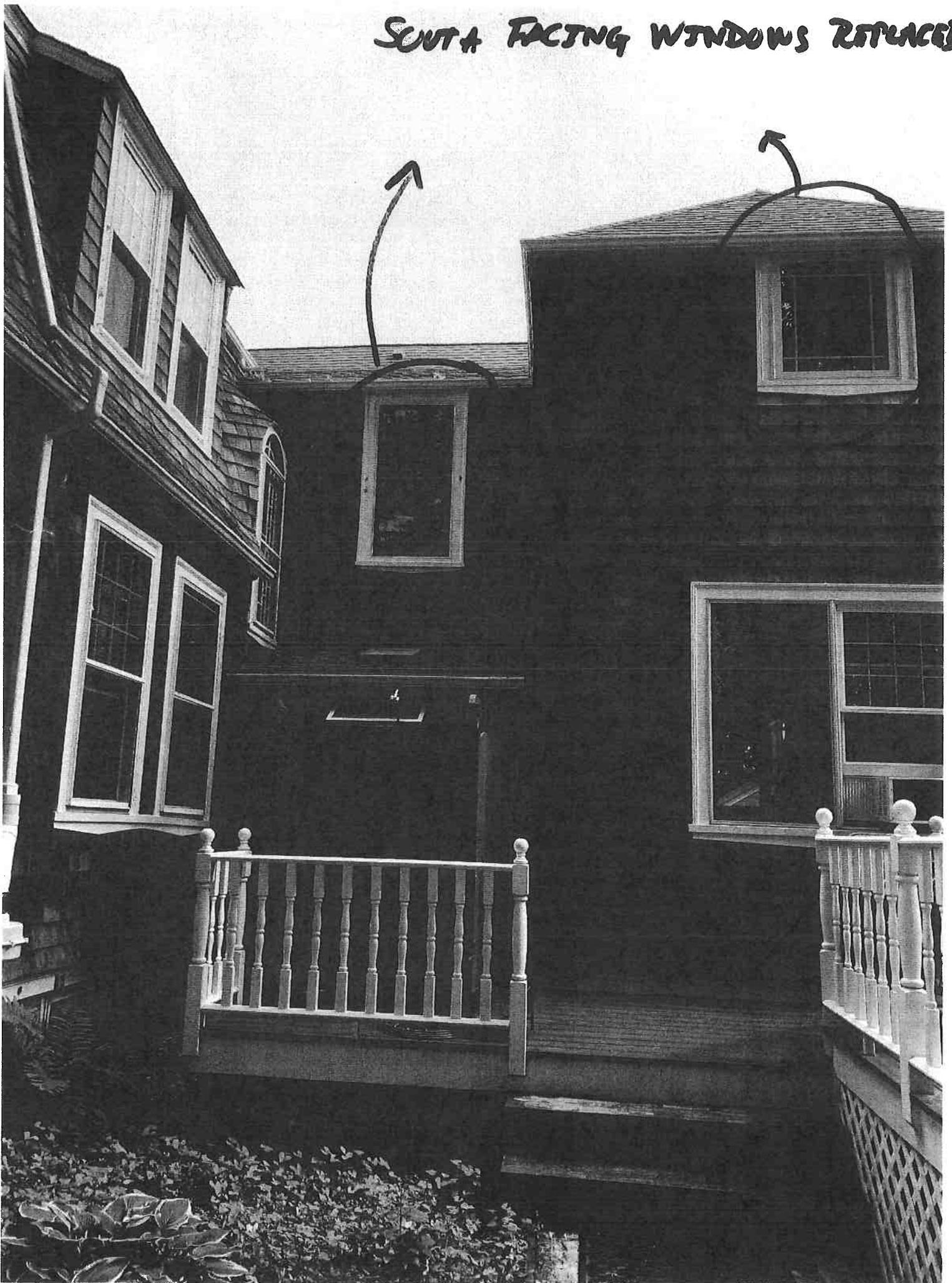
North Facing (2 Windows)

---



**NORTH FACING WINDOWS REVERSED**

# SOUTH FACING WINDOWS REPLACED





**TOWN OF NARRAGANSETT**  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
25 FIFTH AVENUE ~ NARRAGANSETT, RI 02882

**TO:** Keith Lescarbeau, Chairman of the Historic District Commission

**FROM:** Michael J. DeLuca, AICP, Community Development Director

**DATE:** July 8, 2020

**SUBJECT: Staff Review – 64 Caswell Street – new windows  
Assessors Plat D, Lot 35**

---

#### **A. BACKGROUND INFORMATION**

The owners of record of this property are William and Kayleigh Fischer. The site is located at 64 Caswell Street on a 20,100 square foot lot in an R-10 Residential Zone. This property is located within the regulated Central Street Historic District. There are two (2) structures located on the site; a single family house and a garage.

1. Documents which are part of the application:
  - a. Application for Certificate of Appropriateness signed by William Fischer dated 6/17/20
  - b. Correspondence from Attorney James M. Callaghan addressing the history of this application including travel of the case, status of the home and the current proposal. Attached to the letter are several exhibits:
    - i. Agreement document and payment terms
    - ii. Email from the window installer to Mr. Fischer
    - iii. Andersen Customer Project Completion Form
    - iv. Application for COA dated 2-21-20
    - v. Emails from M. DeLuca to the Andersen representative
    - vi. Email from Bill Fischer to the HD Commission
    - vii. Staff Report in response to first application – dated march 11, 2020
    - viii. Two recent photographs of “Metatoxet Cottage” with windows in question circled.
2. Historic District – This property is located in the Central Street Historic District.

Additional Matters – This request is for the replacement of four (4) windows of different makes and styles with Andersen replacement windows. As you recall Mr. Fischer met with the HDC in March to inform the members of errors in the first application. This application seeks to correct those procedural errors and pursue approval of the windows already installed.

## B. STAFF FINDINGS

Staff review of this proposal finds the following elements regulated under the Town Historic District regulations as described in Chapter 917 of the Town Code of Ordinances.

### 1. Summary of proposed work:

- i. Replace 4 windows on side and rear faces of the residence.

### 2. Alterations:

- i. **Windows**– Applicant proposes the HDC accept the installed Andersen replacement windows due to mitigating circumstances. Three are “Fibrex” composite double hung windows with low-E glass and grille between the glass. The lite pattern is “12 over 1” as shown on the quote sheets. The fourth window is an awning style with grille between the glass divided into 9-lite pattern, (3h x 3w). It is slightly larger than the window it replaced.

**Finding #1:** Staff is uncertain if this element complies with Guideline #39 allowing for replacement of non-historic windows with a new design more closely related to the windows located throughout the rest of the house. The model installed has “grills between the glass” which is not consistent with the Kolbe “performance divided lites” installed in the 2012 application by the previous owner.

**Finding #2:** Staff is also not certain that the awning type window in the rear meets the standards of Guideline #36 or #40. Location on the rear wall may reduce the HDC sensitivity to the change in style and size.

**Finding #3:** All 4 windows have been installed presumptively under an open building permit issued for interior renovations last year. Two are on the rear façade and two are on the north side façade. As you know, the owner was unaware that his contractor had not secured the appropriate HDC approval in advance. Mr. Fischer’s current proposal is to ask that these windows be accepted with two stipulations:

- a. In the event that the Fischers receive remuneration from either Andersen or the installation contractor, those funds will be used to replace the installed windows with windows that fully meet HDC specifications.
- b. That in all future renovations or window replacements, that the design components more accurately complement the original windows.

**Finding #4:** In regard to the overall impact of the new windows, it is important to note the location on rear and side façades of the house, not the front. This is an important contextual point because these are considered façades of lesser visual impact. However, it is equally important to coordinate the window types to be consistent in design and patterning as well as construction specifications.

### **C. RECOMMENDATION**

Staff would not be supportive of this application had it come in prior to installation. The owner is sincere in his dissatisfaction with the contractor who was paid to secure all necessary permits. He has indicated his interest in seeking remunerations from the installer.

Staff is prepared to support the after-the-fact approval of this completed project with the stipulations as proposed by Mr. Fischer.