

Town of Charlestown
Commercial and Village Design Standards Advisory Committee Meeting
Wednesday, April 17, 2024 at 5:00 P.M.
Charlestown Town Hall, Council Chambers
4540 South County Trail, Charlestown, RI 02813
Minutes

1. ROLL CALL

Ms. Topping, Chair called the meeting to order at 5:00 P.M.

Members present: Frances Topping, Carol Mossa, Carl Johnson, Pam Lyons (arrived 5:10 P.M.), Erica Perry, and Mike Chambers (for Paula Orsini, EIC)

Members absent: Brian Nieves, Peter Mahony

Others: Jane Weidman, Kim Salerno, Libra Planners, Steve Irvine, Libra Planners, and Peter Friedrichs, Libra Planners (attended virtually)

2. MINUTES APPROVAL

Discussion and/or potential vote(s) concerning:

A. Minutes from February 21, 2024

The Committee reviewed the meeting minutes from February 21, 2024

**A motion was made by Mr. Johnson to approve the minutes as written.
Seconded by Ms. Mossa. Motion carried with Mr. Chambers abstaining.**

3. UPDATE, DISCUSSION, AND REVIEW OF DRAFT TEXT WITH LIBRA

Ms. Salerno started the discussion by stating that they have read all the committee members' comments and have reviewed and incorporated many of them into the draft document. She began reviewing the text with the committee.

A lengthy discussion ensued. The committee discussed the changes and made further suggestions. Ms. Salerno made the agreed upon changes as the discussion continued. It was the consensus of the committee that it was important to write the document so that it was clear and understandable to all applicants.

It was determined that the committee will continue their review of the document at their next meeting. Libra will not be in attendance. Ms. Salerno will send the working document to Ms. Weidman, and it will be disseminated to all committee members for their review. Discussion

will continue at the next meeting. The suggested changes will then be forwarded to the Libra team to incorporate into the document.

The timeline for the project was discussed. The project is a bit behind, but the project is going forward.

The committee set the next meeting for Wednesday, May 1, 2024 at 5:00 P.M. Ms. Lombardo will send out an email once she confirms with the Town Clerk's Office that the Council Chambers will be available for that date.

4. COMMITTEE DISCUSSION AND ASSIGNMENTS

Nothing additional to discuss.

5. CHAIR COMMENTS

Ms. Topping suggested that committee members start to consider different types of building materials that they might want included within the finished document. She added that the survey from November showed many participants did not want to see vinyl siding used in the commercial district, but she noted that vinyl has come a long way as well as some other building materials, like hardy plank, cedar shingles, etc.

Ms. Topping distributed to the committee a "draft" brochure that she designed, and thought might be helpful to potential applicants before getting into the actual design standards/guidelines document. It summarizes the intent of the document. The committee felt that it would be a helpful tool for applicants to review prior to the actual review process.

6. SCHEDULE NEXT MEETING

The next meeting date was discussed earlier.

7. ADJOURNMENT

A motion to adjourn at 7:15 P.M. was made by Ms. Lyons. Seconded by Mr. Johnson and carried by unanimous vote.

Respectfully Submitted,

Janet Lombardo
Planning Assistant