RALEIGH HISTORIC DEVELOPMENT COMMISSION
Minutes of the Business Meeting
Tuesday, September 20, 2016 - 222 W. Hargett St., Room 305

I. CALL TO ORDER

Chair Sarah David called the meeting to order at 7:48 am. A quorum was declared following roll call.

A. Roll Call: Teresa Young, Administrative Support, called the roll as follows:
Present: Nicole Alvarez, Elizabeth Caliendo, Sarah David, Don Davis, Sabrina Goode, Esther Hall, Jenny Harper, John Hinshaw, Laurie Jackson, Jimmy Theim, Kaye Webb
Absent: Caleb Smith
Other: Martha Lauer, Executive Director; Tania Tully, Preservation Planner; Teresa Young, Administrative Support

II. CONSENT ITEMS

A. Approval of Agenda: Mr. Theim moved for approval of the amended agenda as amended; Mr. Davis seconded; motion carried 11/0.
B. Approval of Minutes: No report.

III. ACTION ITEMS

A. Oberlin Village Historic Overlay District Report Consultant Selection – Research Committee: Ms. Harper reported they received two proposals and the committee has selected Ms. Ruth Little for the report. Ms. Harper made a motion to select Ruth Little for the consultant selection; motion carried 11/0.
B. Design Guidelines Update – Volunteer Needed: Ms. Tully stated the updates are ready to take to council and a volunteer from the commission is needed to attend the October 18th city council meeting. Ms. Caliendo volunteered.
C. Wake Forest Road – Volunteer Needed: Ms. David stated there are two houses on Wake Forest Road, 1207 and 1403 that would require a volunteer to reach out to the owners to remind them there are in a national register district and could receive tax credits. Mr. Hinshaw volunteered to contact the homeowners.
D. Anthemion Awards: Ms. Tully inquired as to whom from the commission would be attending on Monday, September 26. Ms. Jackson, Ms. David and Mr. Davis stated they will attend.

IV. DISCUSSION ITEMS

A. Raleigh Architectural Survey Update**:** Ms. Lauer reported it is still in the contract phase and being worked on.
B. Oak Grove Cemetery GPR: Ms. Lauer reported the event was rained out and will be rescheduled for Friday, September 23.
C. Lustron House Fundraiser: Ms. Alvarez reported the date will be November 10th for the first movie screening and the second will be in February.
D. Z.M. Caveness House Fundraiser: Ms. Jackson stated a woman approached Ms. Lauer

about hosting a fundraiser and suggested a first look style party would be the best way to go.

E. David And Ernestine Weaver House: Ms. Tully gave a report on the house and stated that half of it was torn down and that the owner as well as she has met with appropriate city staff. Ms. Tully stated the owners, Mr. Saunders intends on rebuilding and they are working with him to get the proper permits.
F. Strategic Plan: Ms. Hall reported it is time to update the plan which will take place in October and that she will be attended committee meetings soon. Ms. Hall intends for the plan update to occur in December and be present at the business meeting in January
G. Annual Report: Ms. Lauer stated she will take the annual report from the last fiscal year to council and she will be moving forward with the work plan in February.

V. FOLLOW UP ITEMS

A. Staffing: Ms. Lauer stated the additional position has been advertised again as the top candidates declined the position.
B. Leesville Teacherage: Ms. Lauer reported Ms. Harper wrote a great memo that will be reviewed by the executive committee.
C. Method Day: Ms. Jackson reported that it was great and had a good turnout.
D. Character Preservation Presentation to RCAC: Ms. Tully stated the presentation will be Wednesday, September 21 and that she and planner Bynum Walter are presenting the same items that were presented at the Preservation North Carolina Event. The event will be filmed by RTN.
E. Willis Graves House/Plummer Hall House Relocations: Ms. Lauer stated they are trying to save the house and work is being done for topos as well as getting a certificate of appropriateness.
F. House Code Violations – Vacant & Closed List: No report.
G. Community Development Division Housing Reviews: No report.
H. Pope House Statewide Significance: Ms. Hall reported they are evaluating what is happening in the situation and a few paragraphs will be written about the significance.

VI. NEWS OF OTHER ORGANIZATIONS

A. Preservation North Carolina Annual Conference – 9/28-9/30 – Greensboro NC: Ms. Lauer confirmed that multiple commissioners will be attending.
B. Newsletter of the North Carolina Historic Preservation Office
C. Other: Ms. Harper reported that the Raleigh Cemetery along with North Carolina State University is holding a cemetery workshop on October 12-13.

VII. OTHER BUSINESS

No report.

VIII. ADJOURNMENT

With no further business, the meeting adjourned at 8:52 am.