

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

I. CALL TO ORDER

Chair Sarah David called the meeting to order at 7:51 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, Laurie Jackson, Jimmy Thiem, Caleb Smith, Kaye Webb
Excused: Jimmy Thiem
Other: Chris Crew 306 Elm Street 27601; Stuart Cullinan 310 Hodges Street 27601; Martha Lauer, Executive Director; Corey Mason 724 Brighton Road 27610; Melissa Robb, Preservation Planner; Tania Tully, Preservation Planner; Teresa Young, Administrative Support
- B. Introduction of New Staff: Ms. Lauer introduced the new preservation planner Melissa Robb to the commission.

II. CONSENT ITEMS

- A. Approval of Agenda: Ms. Lauer added item 3G, budget amendment and item 4D Depot District to the agenda. Mr. Thiem made a motion to approve the amended agenda; Mr. Davis seconded; motion carried 11/0.
- B. Approval of Minutes: Ms. Young noted that subdivision was misspelled in the minutes. Mr. Smith made a motion to waive reading and approve the amended minutes; Mr. Davis seconded; motion carried 11/0.
- C. IRS Form 990-N: Ms. Lauer reported that the commission made very little money so she was able to complete this form online.

III. ACTION ITEMS

- A. Design Guidelines Update: Ms. David reported that the guidelines were brought to City Council and that Councilor Stephenson brought them to the Safe and Vibrant Neighborhoods committee for additional comments. The guidelines will then have to be given back to planning commission for a vote. There were a few additional updates to the guidelines that were added. Mr. Smith made a motion to approve the memo for the text to Planning Commission; Ms. Hall seconded; motion carried 11/0.
- B. Revised Subdivision Application Lemuel and Julia Delany House: Ms. Tully stated that the application was revised by the applicant due to the lot lines not being allowed to go through like originally planned. The applicant is now applying for a variance which will have to go through the board of adjustment. Ms. Tully added that staff is recommending approval. There was discussion amongst the commission regarding the plantings as indicated on the plan presented with the application. Ms. Tully stated that any changes would have to be approved by the Certificate of Appropriateness Committee. Ms. Hall made a motion to recommend that the amended subdivision application be approved; Ms.

Caliendo seconded; motion carried 10/1 (Thiem opposed).

- C. Oakwood National Register Nomination Update: Ms. David reported that it has been some time since there has been an update to the Oakwood National Registration nomination. Ms. Lauer added this update will be done to match what is on the ground. Ms. Hall made a motion to approve to spend up to 15,000 on the update; Mr. Thiem seconded; motion carried 11/0.
- D. 2017-18 Meetings Schedule: Mr. Smith made a motion to approve the 2017-18 meeting schedule; Ms. Webb seconded; motion carried 11/0.
- E. RHDC Strategic Plan Update: Ms. Hall stated she would be bringing the strategic plan to the commission in January for final approval but would like a preliminary vote now. There would be an addition of a governmental relations task force. Ms. Hall made a motion to approve the strategic plan as amended; Mr. Davis seconded; motion carried 11/0.
- F. Creation of Governmental Relations Task Force: Ms. Hall explained this task force was created to help identify partners in city council members that are interested in historic preservation and development. The creation of the taskforce was recommended from the executive committee. Ms. Hall made a motion for creation of the task force motion carried 11/0.
- G. Budget Amendment: Ms. Lauer stated the insurance is going up by \$44 and funds will need to be moved to cover the cost. Mr. Smith made a motion to approve moving funds from general fundraising to insurance bonds; Ms. Webb seconded; motion carried 11/0.

IV. DISCUSSION ITEMS

- A. 2017-18 Budget Request: Ms. Lauer stated she will have something for the commission at the January meeting.
- B. Comprehensive Plan Update: Ms. Tully reported that it is still in staff review and there are some changes that will be done to it.
- C. Plummer T. Hall House: Ms. Lauer explained the RFQ is still being worked on and she is awaiting on the topography maps.
- D. Depot District: Ms. Lauer announced she had received a letter about the depot district and was interested in jumpstarting the process again to doing a study of the district. She directed the commission to think about this for the next month. Ms. David sent the item for discussion to the research committee.

V. FOLLOW UP ITEMS

- A. Lustron Event: Ms. Jackson spoke about the great success of the Lustron event to the commission.
- B. RHDC Press: Ms. Jackson stated the Lustron event was well covered in the press and looked forward to seeing more events covered in the press as well.
- C. Final Method Presentation: Ms. Jackson announced the presentation will occur January 28th.
- D. Public Hearing on Street Closure Petition STC-06-2016 Maiden Lane National Register Historic District: Mr. Smith volunteered to represent the commission for this item at the city council meeting on January 3rd.
- E. Board of Adjustment Hearing Leesville Teacherage Variance: Ms. Lauer reported the site

where the house was supposed to be located the neighborhood does not want it there. There will be a meeting with the developers to find a location.

- F. Planning Commission Discussion on Rezoning Z-32-16 West Raleigh National Register Historic District: Mr. Smith volunteered to go to the city council meeting on this item on January 10th.
- G. Statewide Significance: No report.
- H. David and Ernestine Weaver House: Ms. Tully reported she got a message from the owner asking about it getting demolished and inspections have moved forward on getting the property fined. Ms. Harper volunteered to sit down with the owner along with staff to give additional information to the property owner.
- I. Housing Code Violations – Vacant & Closed List: No report.
- J. Community Development Division Housing Reviews: No report.

VI. NEWS OF OTHER ORGANIZATIONS

See as listed in agenda.

VII. OTHER BUSINESS

Ms. Tully announced she wished to attend a workshop at the Belvedere School and Pine Mountain in Kentucky with hands on preservation work. There were funds in the budget to cover this. Ms. Hall made a motion to cover the cost of the professional development up to \$1700; Mr. Thiem seconded; motion carried 10/0.

VIII. ADJOURNMENT

With no further business, the meeting adjourned at 9:30 am.

Sarah David, Chair
Raleigh Historic Development Commission

Teresa Young, Administrative Support
Raleigh Historic Development Commission