

## RALEIGH HISTORIC DEVELOPMENT COMMISSION

### Minutes of the **Special Meeting**

Thursday, January 26, 2017 – Raleigh Municipal Building, Council Chambers

#### I. CALL TO ORDER

Chair Sarah David called the meeting to order at 3:30 pm. A quorum was declared following roll call.

- A. Roll Call: Teresa Young, Administrative Support called the roll as follows:  
Present: Elizabeth Cailendo, Sarah David, Don Davis, Esther Hall, Jenny Harper, John Hinshaw, Caleb Smith (3:33), Jimmy Thiem, Kaye Webb  
Absent: Nicole Alvarez, Sabrina Goode  
Excused: Laurie Jackson

#### II. CONSENT ITEMS

- A. Approval of Agenda: Ms. Hall made a motion for approval of the agenda; Mr. Hinshaw seconded; motion carried 8/0.

#### III. ACTION ITEMS

- A. Architectural Survey Consultant Selection: Ms. Lauer stated that the commission had received a grant to match the architectural survey update and a RFQ was posted and they received two submittals. The first was from Hanbury Preservation and the second was from JMT. Ms. Lauer stated both came in at around \$30,000. There was some discussion the two proposals. Ms. Harper stated that she as chair of the research committee recommended going with Hanbury Preservation due to the scope of the work provided. Ms. Hall made a motion for the acceptance of Hanbury Preservation for the architectural survey update; Mr. Davis seconded; motion carried 9/0.
- B. Depot District Expansion Request: Ms. Lauer stated that a letter was submitted by the developer and reviewed on the 17<sup>th</sup> regarding the cost sharing of the expansion of the National Register Historic District. Ms. Lauer advised the commission had voted to provide partial funding at \$5,000, with the condition that the commission administer the project. Ms. Lauer advised that the developer had already contracted with a consultant and made a sizeable deposit on the project. Ms. Lauer suggested that an amendment to the project be made, including paying the consultant directly in the amount of \$4,999.00 rather than \$5,000. Ms. Webb asked about the amount and Ms. Lauer responded it was due to contract processes with the city. Mr. Hinshaw requested information on the consultant. Ms. Lauer responded that it was a firm out of Virginia who had done projects for the commission in past years. Ms. Hall made a motion to approve the acceptance of the existing consultant of Mattson, Alexander and Associates and to initiate a cost spending of \$4,999.00 for the Depot District Expansion; Mr. Hinshaw seconded; motion

carried 9/0.

**IV. ADJOURNMENT**

Without further business, the meeting adjourned at 3:38 pm.

Sarah David, Chair  
Raleigh Historic Development Commission

Teresa Young, Administrative Support  
Raleigh Historic Development Commission