

RALEIGH HISTORIC DEVELOPMENT COMMISSION
Minutes of the Business Meeting
Tuesday, November 20, 2018 - 222 W. Hargett St., Room 305

I. CALL TO ORDER

Chair Don Davis called the meeting to order at 7:47 AM. A quorum was declared following roll call.

- A. Roll Call: Teresa Young, Administrative Support, called the roll as follows:
Present: Travis Bailey (left at 9:00 am), Don Davis, Ian Dunn, Nick Fountain, Jenny Harper, John Hinshaw, Laurie Jackson (arrived at 7:50 am), Jimmy Thiem, Kaye Webb
Absent: Nicole Alvarez, Gaston Williams
Excused: Jeannine McAuliffe
Other: Pat Butler, 200 Quail Drive, Raleigh 27604; John Anagnost, Planner; Melissa Robb, Preservation Planner; Tania Tully, Executive Director; Teresa Young, Administrative Support

II. CONSENT ITEMS

- A. Approval of Agenda: Mr. Fountain moved for approval of the agenda; Mr. Hinshaw seconded; motion carried 8/0.
- B. Approval of October Minutes: Mr. Hinshaw moved to waive reading and approve the October minutes; Mr. Williams seconded; motion carried 8/0.

III. FOLLOW UP ITEMS

- A. Historic Preservation 101: RHDC is a Non-Profit?: Ms. Tully gave background information regarding the commission's development and non-profit status. Ms. Tully noted as a City Council-appointed board there is a limitation to how much advocacy can be done. The Commission discussed budgeting and funding for the Commission. Mr. Hinshaw noted there is no citywide historic preservation group in Raleigh.
1. Treasurer's Report: Mr. Hinshaw reported on the current account balances.
- B. Dix Park Master Plan: Ms. Harper noted she submitted the RHDC memo to the master plan advisory group. Ms. Harper noted at their last master plan meeting the group recognized the importance of an operating fund program and ground leases.
- C. Dix Edges Report: Mr. Davis reported that City Council asked the City Planning Department to provide a report on the edges of Dix Park. City Planning staff has an item on the agenda for the November 20 City Council meeting that assesses both the current and potential new studies on the areas surrounding Dix Park.
- D. Adams-Scott House Landmark Designation: Ms. Tully noted that if the landmark designation report were to be referred back to the Commission from the November 20 City Council meeting it could be reviewed and voted on electronically if agreed upon by the commission. Ms. Harper made a motion to enable approval of the report electronically if it is referred back from Council; Mr. Fountain seconded; motion carried 9/0.
- E. Lustron House: Ms. Harper reported that the Lustron house is now on its foundation. Next, the Commission needs to address ways to help Preservation North Carolina promote the sale of the house to a new owner.

IV. DISCUSSION ITEMS

- A. Historic Preservation Toolkit: Mr. Anagnost gave a presentation on the current status of the historic preservation toolkit, including five tools recommended for further investigation by the consultant. Mr. Davis requested formation of an ad hoc committee to review and comment on the toolkit. Mr. Davis, Ms. Harper, Mr. Thiem and Mr. Fountain volunteered.
- B. 2019 Annual Retreat: Ms. Tully stated she will send a Doodle poll to find a date that suits the members.
- C. COA Process Updates: Ms. Tully announced the processing of COA applications will now be using a new software platform called EnerGov, but there isn't a public face for it yet. The changes include a new format for case numbers. Staff is also making small revisions to the COA application such as eliminating the submittal of 10 copies with the initial application. Ms. Tully added that requirements will be updated to provide clarity for tree surveys and tree protection plans, as well as guidelines for photo submissions.

V. ACTION ITEMS

- A. Subdivision Review - 519 E Edenton St: Ms. Tully stated the applicant was unable to attend. She explained the proposal and her recommendation to approve it. After discussion Mr. Hinshaw moved to recommend to City Council that it approve the requested subdivision; Ms. Harper seconded; motion carried 6/2 (Fountain, Thiem opposed).
- B. Draft 2019 Meeting Calendar: Ms. Tully shared a draft of the meeting calendar for 2019, pointing out conflicts with meetings for the Community Awareness and Research Committees which need to be finalized before publication. The COA meetings for November and December also have conflicts due to the holidays. Mr. Hinshaw moved to approve the proposed schedule with the Research and Community Awareness Committees to decide their January dates and for a COA Committee meeting in early December, in lieu of the standard scheduling of November and December meetings; Mr. Fountain seconded; motion carried 8/0.

VI. OTHER BUSINESS

- A. Report of Commissioners: Ms. Harper noted the Whittaker house is slated for demolition.

VII. NEWS OF OTHER ORGANIZATIONS

See as listed in agenda.

VIII. ADJOURNMENT

With no further business, the meeting adjourned at 9:36 AM.

Don Davis, Chair
Raleigh Historic Development Commission

Teresa Young, Administrative Support
Raleigh Historic Development Commission