



HISTORIC PRESERVATION COMMISSION
Monday, May 2, 2016
Action Minutes

Present: David Sacks, Dana Rector, Peter Yoxall, Christine McMahan

Item 1. Meeting Called to Order-David Sacks called to order at 7:05

Item 2. Approval of Minutes: April 4, 2016: Dana Rector moved to approve, Christine McMahan second, all in favor, unanimously approved.

Item 3. Consent Agenda:

David Sacks asked for comment from the Commission and from the audience. No comment. Peter Yoxall moved to approve the entire consent agenda, Dana Rector second, all in favor and unanimously approved.

- **26 Berkeley Road (Morris) – add new windows**
- **93 Berkeley Road (Guppy) – new front porch, new windows on side and front, paint brick on house**
- **7 Sussex Road (Furman) – 5 new windows**
- **71 Dartmouth Avenue (Trocheck) – modify 2 kitchen windows**
- **17 N. Avondale Plaza (Maggard) – install a new door**
- **9 Kensington Road/12 Berkeley Rd. (Sanchez) - modify front door**

Item 4. Old Business: none

Item 5. New Business:

- **28 Kensington Road (Liley) – add a sunroom to rear of home**

Applicants: Nick Liley and Ashley Heath. Ken verified hardiboard would be used as siding and the window light arrangement would match the existing house. The back door on the new porch will be either a single or pair of 15 light fiberglass doors. The foundation will be a slab on grade with 2-4 inches of concrete showing. Peter Yoxall moved that 28 Kensington Road be approved as revised in this hearing, Christine McMahan second, all in favor, unanimously approved.

Item 6. Other items deemed appropriate for discussion:

- **HPC/ARB Consultant – Staff's Next Steps**

Keri Stevens will be conducting the RFP for consultants to replace Ken Kocher and Monica Callahan. She discussed with the Commission the scope of duties performed by the consulting firm which

includes reviewing all the applications, writing reports for staff and reporting back to the Commission their findings. They also attend the meetings. Keri asked the Commission if they would like the consultants to continue to attend the meetings. The consensus was yes. Keri stated that we would do RFQ's and then bring them in for interviews. She asked if the Commission would like them to come to a regular meeting or have a special called meeting for interview. It was decided to figure out the best process when it became apparent what the case load would be next month. The Commission requested a draft RFQ from Keri and she agreed to supply it. Dana asked where the report that was due from Ken and Monica was. Keri stated she was still putting it together for presentation. Dana further states that the Commission needs to devote time to the ARB and HPC new guidelines. He also pointed out that it would be helpful if the new consultant team could help with the guidelines. Keri stated that there would be a separate RFP or RFQ for that process. It was mentioned that there is an available budget for the ARB guideline redo. Keri stated that a separate consultant (probably) will be hired to redo the guidelines and another will be our regular month to month consultant. David Sacks stated that the commission needed to do at least some of the work on the guidelines because we only have 15k to redo the ARB guidelines. Keri also stated that she had put in an application to the ARC's Community Choices program to supplement the guidelines budget.

Item 7. Adjournment: Peter Yoxall moved to adjourn, Christine McMahan second, all in favor, unanimously approved at 7:27 p.m.

*The next scheduled Historic Preservation Commission will be held on
Monday, June 6, 2016 at 7:00 p.m.
Application Deadline: Friday, May 6, 2016*