

# Historic District Commission Annual Report 2022

**Exhibit A** – HDC 2022 Attendance Chart

**Exhibit B** – HDC 2022 Metrics

**Meetings.** The commission met fourteen (14) times during the year:

- 12 Regular Monthly Meetings
- 2 Special Meetings regarding an application for 54 Hammersmith Road

**Commission Members as of the end of the year:**

Andy Bjork (Chair)

Rosemary O'Brien (Vice Chair)

Michael Ryan (Secretary)

Nancy Stafford (announced her resignation after Jan 2023 meeting)

Don Ross (announced his resignation after Dec 2022 meeting)

James Madson

Kelly Moran

Deanna Amorello (Alternate)

**New Members required for 2023:**

One Full Member

Two Alternate Members

**Attendance:**

See Exhibit A

**Metrics.** The following metrics for the 2022 calendar year were derived from published meeting agendas and minutes:

- 179 New Applications Heard by the Commission
  - 173 Approvals, Continues, Withdrawals
  - 6 Commission Denials (3.35%)
- 66 Administrative Approvals
- 239 Total Approvals, Continues, Withdrawals

**Activities/accomplishments.** In addition to the regular monthly agenda of application review, the Historic District Commission had the following activities and accomplishments:

1. Held TWO Virtual Open Meetings and THIRTEEN In-Person meetings at City Hall observing all health-safety protocols.
2. Approved both an initial and an updated Policy Statement on Solar Panels.
3. Initiated a Policy Statement to address Resiliency, Sustainability and Community – to be continued in 2023
4. Made recommendations to City Council regarding engagement with Cultural Heritage Partners and the historic preservation impact of offshore wind power.
5. Welcomed, trained and embraced two new Preservation Planners – Nick Armour, and Jillian Chin
6. Approved an updated Certificate of Appropriateness (COA) Application form and process
7. Worked with Newport Restoration Foundation (NRF) to receive state grand funding for a project to build graphical elements to be added as an Appendix to the HDC's Policy Statement on Guidelines for Elevating Historic Buildings. The grant money was used to hire a private contractor along with a student intern from Roger Williams School of Architecture to work the project. Anticipated completion and adoption in 2023.
8. Initiated additional state grant requests with the assistance and coordination of NRF for two future projects:
  - a. An additional Appendix to the Policy Statement on Guidelines for Elevating Historic Buildings – specifically to address siting and landscaping
  - b. Educational content on old windows and roofs: Awareness, Care, Restoring, Replacing.

**Recognition.** The Commission would like to extend thanks to the support of City Department of Building and Inspections. Specifically, the direct support of Nick Armour and Jillian Chin, City Preservation Planners, Julie Henderson, Administrative Support and Patricia Reynolds, Director of Planning and Economic Development.

EXHIBIT A – HDC 2022 ATTENDANCE CHART

HDC 2022 ATTENDANCE

Meeting Date	Meeting Type	Andy Bjork Chair	Rosemary O'Brien Vice Chair	Michael Ryan Secretary	Nancy Stafford	Don Ross	Jim Madson	Paul David Adams	Kelly Moran	Deanna Amorello
Thursday, February 3, 2022	Make-Up	P	P	P	A	P	P	P	P	N/A
Tuesday, February 15, 2022	Regular	P	P	A	P	P	P	P	P	N/A
Tuesday, March 15, 2022	Regular	P	P	P	A	P	P	P	P	P
Tuesday, April 19, 2022	Regular	P	P	P	P	P	P	P	P	P
Tuesday, May 17, 2022	Regular	P	P	P	P	P	P	P	P	P
Tuesday, June 7, 2022	Special	P	P	A	P	P	P	A	P	P
Tuesday, July 19, 2022	Regular	P	A	P	P	P	P	P	P	P
Tuesday, August 2, 2022	Special	P	P	P	A	P	P	P	P	P
Tuesday, August 16, 2022	Regular	P	P	P	P	A	P	P	P	P
Thursday, September 29, 2022	Make-Up	P	P	P	P	P	P	A	P	A
Tuesday, October 18, 2022	Regular	P	P	P	P	P	P	A	P	P
Tuesday, November 1, 2022	Special	P	P	P	P	P	P	A	P	P
Tuesday, November 15, 2022	Regular	P	P	P	P	P	P	N/A	P	P
Monday, December 12, 2022	Special	P	P	P	A	P	P	N/A	P	A
Tuesday, December 20, 2022	Regular	P	P	P	A	P	P	N/A	P	P

Total # of Meetings Held	15									
Individual Present	15	14	13	9	14	15	11	15	13	
Individual Absence	0	1	2	6	1	0	4	0	2	
Attendance Percentage Year to Date	100.00%	93.33%	86.67%	60.00%	93.33%	100.00%	73.33%	100.00%	86.67%	
Status as of Year End				Resigned	Resigned		Resigned			

EXHIBIT B – HDC 2022 METRICS

HDC 2022 METRICS

Meeting Date	Continued Applications on the Agenda	New Applications on the Agenda	TOTAL Applications on the Agenda	Applications Denied	Applications Approved, Modified or Withdrawn	Denied Applications
Thursday, February 3, 2022	7	11	18	0	11	
Tuesday, February 15, 2022	7	9	16	0	9	
Tuesday, March 15, 2022	6	9	15	1	8	54 Hammersmith
Tuesday, April 19, 2022	11	14	25	1	13	92 Spring Street
Tuesday, May 17, 2022	13	22	35	1	21	93 Second (approved later in the year)
Tuesday, June 7, 2022	9	22	31	1	21	46 Poplar St.
Tuesday, July 19, 2022	7	14	21	2	12	76 Division St., 11 Mt Vernon St.
Tuesday, August 2, 2022	3	10	13	0	10	
Tuesday, August 16, 2022	4	17	21	0	17	
Thursday, September 29, 2022	9	13	22	1	12	91 Washington Carriage House element only (approved later in the year)
Tuesday, October 18, 2022	14	14	28	1	13	5 Russo Court
Tuesday, November 1, 2022	6	0	6	0	0	
Tuesday, November 15, 2022	10	8	18	0	8	
Monday, December 12, 2022	4	0	4	0	0	
Tuesday, December 20, 2022	4	16	20	0	16	
Total # of Applications	114	179	293	8	171	
Percentage				4.47%	95.53%	
Adjusted Total				6	173	Adjusted due to follow on Approval
Adjusted Percentage				3.35%	96.65%	Adjusted due to follow on Approval