MEMORANDUM

TO: Mayor and Members of the City Council

FROM: Rich Olson, City Manager
       Angela Cole, Assistant City Manager
       Kellen Long, Planner II

DATE: February 22, 2019

REF: Presentation – Elizabeth City’s Historic District Survey Update by Hanbury Preservation Consultant

BACKGROUND:

On February 11, 2019, the City Council authorized hiring Mary Ruffin Hanbury from Hanbury Preservation Consulting to update Elizabeth City’s Historic District Survey. Ms. Hanbury has completed eight strategic plans for preservation nonprofits, nine National Register nominations, 13 architectural surveys, four revolving fund feasibility studies, and over 50 compliance-driven surveys and evaluations in the past 10 years. In 2015, Hanbury Preservation Consulting was hired by the City of Raleigh to perform a survey update for Glenwood Brooklyn Historic District. This survey update included documenting 284 properties, as well as boundary change recommendations for the proposed local district and a revised formal period of significance. This survey update met all North Carolina Historic Preservation Office (NC HPO) and National Park Service (NPS) standards and reflected the same scope of services requested by the City for the update of Elizabeth City’s Historic District survey.

Ms. Hanbury accepted a contract with the City of Elizabeth City on February 14, 2019 to complete the historic survey update for $25,000. In November, the Council authorized the use of up to $25,000 from TDA funding for the acquisition of a historic survey consultant; and earlier this month, authorized application for a REDI grant of $5,000 to offset the cost. Staff recently received notice that we were approved for the REDI grant, which will bring our cost down to $20,000. The scope of services requested in the contract include an update of the historic context of the nomination to meet current professional standards, the re-establishment of a formal
period of significance, a justification of boundaries, and the preparation of a contributing and noncontributing map.

**ANALYSIS:**
Ms. Hanbury will provide a presentation to explain the process of the survey update. This presentation will include information about Elizabeth City's existing historic district survey conducted in 1976, and how the process of a national register nomination has changed since the City's last nomination. Ms. Hanbury will also explain the scope of the project and the process of her research.

According to Ms. Hanbury, it is anticipated that initial research of the existing district will take approximately 13 days in Elizabeth City, with additional research in the months following. Once Ms. Hanbury has completed a draft for the North Carolina Historic Preservation Office, a public presentation will be held in Elizabeth City to present the updated survey.

**STAFF RECOMMENDATION:**

For information only.
### Attachment B

**Time-Product-Schedule**

Elizabeth City National Register Historic District Update  
Survey Update and National Register Nomination  
Elizabeth City, North Carolina

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Product</th>
</tr>
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<tbody>
<tr>
<td>February 12, 2019</td>
<td>Award Date and Work Begins</td>
</tr>
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</table>
| February 12–March 4 | 1. Preliminary research:  
|                   |   - Initial public meeting/presentation  
|                   |   - Request a shell database from NC HPO  
|                   |   - Receive a list of addresses and all other additional information from Elizabeth City on the current boundaries/district.  
|                   | **Deliverable: Public Meeting/Presentation**                            |
| March 4 – May 18  | 2. Field Work  
|                   |   - Photography every resource within the current boundaries  
|                   |   - Label digital photos per NC SHPO standards and create photo “proof sheets” in digital pdf and hard copy form  
|                   |   - Provide survey site numbers as provided by NC SHPO  
|                   |   - Create a database record for each resource including all specifications given in application  
|                   |   - Submit digital images, database and hard copy survey data per SHPO requirements to Elizabeth City  
|                   | **Deliverable: Hard copy and digital survey forms, photos, maps (produced by Elizabeth City), and database for properties within the current boundaries** |
| May 18–June 14    | 3. Boundary Changes & Period of Significance                           |
- Examine current boundaries of district
- Photograph adjacent properties and make recommendations of a boundary adjustment as applicable and submit a memo with supporting documentation for review and concurrence with SHPO.
- Also include memo to address potential changes to period and area of significance based on survey results for HPO review

**Deliverable:** Memo addressing boundaries and period of significance with supporting documentation; possible additional survey data. This will include preparation and delivery of a public meeting if there are changes in boundaries to the district. The City of Elizabeth City will handle notifications.

<table>
<thead>
<tr>
<th>Date</th>
<th>Deliverable</th>
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<tbody>
<tr>
<td>June 17, 2019</td>
<td>Submit first draft to NC HPO</td>
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<tr>
<td></td>
<td><strong>Deliverable:</strong> Submission of first draft to SHPO</td>
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<tr>
<td>August 30, 2019</td>
<td>Based on revisions/comments received from the state, revise draft accordingly and resubmit final draft SHPO.</td>
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<td><strong>Deliverable:</strong> Submission of final draft to SHPO</td>
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<tr>
<td>September 9, 2019</td>
<td><strong>Deliverable:</strong> Preparation and delivery of presentation at public meeting</td>
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<tr>
<td>February 13th, 2020</td>
<td><strong>Deliverable:</strong> Completion of registration form prior to the NRAC meeting, Present nomination at the National Register Advisory Committee Meeting.</td>
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