



NEWPORT HISTORIC DISTRICT COMMISSION 2024 Annual Report

HDC Membership

- ***Commission Members as of 12/31/24:***
 - Deanna Amorello (Chair)
 - Rosemary O'Brien (Vice Chair)
 - Kelly Moran (Secretary)
 - James Madson
 - Frank Balla
 - Ray Goddard
 - John Laramée
 - William Finlay (Alternate)
- ***New Members required for 2025:***
 - Alternate (1)
- ***Attendance: See Exhibit A***

HDC Business

- ***Meetings*** - The Commission held twelve (12) Monthly Meetings
- ***Site Visits*** - The Commission conducted **six site visits** in support of applications where appropriate
- ***Design Review Sub-Committee*** – The Commission conducted **five Design Review Sub-Committee Meetings** in support of applications where appropriate
- ***2024 Metrics: See Exhibit B for complete details***
Key Highlights:
 - **255 Total Applications** received by City
 - **99.62% Total 2024 Application Closure** (incl. Approvals/Withdrawals/Dismissals)
 - **1 Application** Denied by HDC

2024 Activities/Accomplishments

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

HDC Organization

- New Commission Organization
 - Adopted new Officer effective June 2024 – Kelly Moran (Secretary)
- New Commission Members
 - The Preservation Planner and Chair onboarded and trained new Commission Members
 - Raymond Goddard
 - William Finlay

Mission, Policy and Procedures

- The Commission initiated a full review of its internal **Mission, Policy and Procedures** document to align with current best practices in the operation of the Commission, a process last completed in 2019. The document will be reviewed by our Assistant Solicitor and updated in complement to new meeting procedures in support of HDC efficiency.

Standards for the Treatment of Historic Properties

- **APPROVED Guidance on Decks**
 - Provides guidance on the appropriateness of decks for Contributing, Non-Contributing and New Construction properties within Newport Historic Districts. (*Approved and adopted at June 11th 2024 HDC Meeting*)
- **APPROVED UPDATED Guidance on Application Submission Timing**
 - Provides expanded guidance to applicants, city staff and the HDC regarding timing, deadlines and scope of materials to be submitted for effective review by the Commission. (*Original Policy Statement approved and adopted April, 2021. Update approved and adopted at December 10th 2024 HDC Meeting*)
- **IN PROCESS UPDATED Guidance on Windows and Doors**
 - HDC Sub-Committee (Kelly Moran, Frank Balla, Ray Goddard) appointed and actively reviewing original **Policy Statement on Window and Door Replacement** (*approved and adopted April, 2021*) to provide expanded guidance to applicants, city staff and the HDC on the appropriateness of windows and doors for Contributing, Non-Contributing and New Construction properties within Newport Historic Districts.

Education and Training

- In accordance with required training as stated in RI General Law §45-70-4, new HDC Members are poised to complete the **National Association of Preservation Commissions Training CAMP** facilitated by the National Alliance of Preservation Commissions (NAPC) in 2025.

Community Engagement & Outreach

- *Local (New England)*
 - Preservation Planner Jillian Chin served on the judging committee for the **18th Annual 2024 Doris Duke Historic Preservation Awards** in partnership with Newport Restoration Foundation, presented September 2024 at Rough Point.
 - Preservation Planner Jillian Chin led a tour of the Point Neighborhood and presentation of HDC Design Guidelines for Elevating Historic Buildings for **URI's Metcalf Institute Fellows**. The Fellows were learning to report on climate change and flood-related issues.
 - The City of Newport HDC collaborated with **Newport Restoration Foundation** on an application for a 2024 Certified Local Government (CLG) grant to pursue lead hazard abatement and adaptation strategies to preserve historic wood windows. The CLG grant was awarded and the *Lead Paint Adaptation and Abatement Strategies for Historic Windows Project* commenced December 2024.
- *National*
 - Preservation Planner Jillian Chin presented alongside Margaret Back of the Newport Restoration Foundation at the **National Alliance of Preservation Commissions 2024 Forum** in West Palm Beach, Florida. The presentation highlighted the creation of the HDC Design Guidelines of Elevating Historic Buildings and Graphical Appendix.

2025 Initiatives

- Complete and adopt updated Guidance on Windows and Doors (*Q1 2025*)
- Continue collaboration with **Newport Restoration Foundation** on *The Lead Paint Adaptation and Abatement Strategies for Historic Windows Project* (*Project completion and final report due June 2025*)

Recognition

The Commission would like to extend thanks to the City of Newport Department of Building and Inspections. Specifically, the direct support of Jillian Chin, City Preservation Planner, Patricia Reynolds, Director of Planning and Economic Development and Zachary Cabrera, Administrative Support. In addition, the Commission would like to acknowledge the support of Dylan Conley and Julissa Arce, Legal Counsel.

EXHIBIT A – HDC 2024 ATTENDANCE

| HDC 2024 Attendance | | | | | | | | | | | |
|----------------------------|--------------|--------------------------|--------------------------------|----------------------------------|------------------------------------|-------------|--------------|-------------|--------------------------|--------------|---------------------------------------|
| Meeting Date | Meeting Type | Deanna Amorello Chair | Rosemary O'Brien Vice Chair | Mike Ryan Secretary (Jan-Apr) | Kelly Moran Secretary (Apr-Dec) | Dale Nelson | James Madson | Frank Balla | Ray Goddard (Feb-Dec) | John Laramée | William Finlay Alternate (Nov-Dec) |
| Tuesday, January 9, 2024 | Regular | P | P | P | P | A | P | P | N/A | A | N/A |
| Tuesday, February 13, 2024 | Cancelled | | | | | | | | | | |
| Tuesday, February 27, 2024 | Special | P | A | P | P | P | P | P | P | P | N/A |
| Tuesday, March 12, 2024 | Regular | P | P | P | P | P | P | P | P | P | N/A |
| Tuesday, April 9, 2024 | Regular | P | A | P | P | P | P | P | P | P | N/A |
| Tuesday, May 14, 2024 | Regular | P | P | N/A | P | P | P | P | P | A | N/A |
| Tuesday, June 11, 2024 | Regular | P | P | N/A | P | N/A | P | P | P | A | N/A |
| Tuesday, July 9, 2024 | Regular | P | P | N/A | P | N/A | P | P | P | P | N/A |
| Tuesday, August 13, 2024 | Regular | P | P | N/A | P | N/A | P | P | P | P | N/A |
| Tuesday, September, 2024 | Regular | P | P | N/A | P | N/A | P | P | P | A | N/A |
| Tuesday October 8, 2024 | Rescheduled | | | | | | | | | | |
| Tuesday, October 15, 2024 | Rescheduled | P | P | N/A | P | N/A | P | P | P | A | P |
| Tuesday, November 12, 2024 | Regular | P | P | N/A | P | N/A | P | P | P | A | P |
| Tuesday, December 10, 2024 | Regular | P | A | N/A | P | N/A | P | P | P | A | P |
| Individual Present | | 12 | 9 | 4 | 12 | 4 | 12 | 12 | 11 | 5 | 3 |
| Individual Absent | | 0 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 7 | 0 |
| Attendance Percentage | | 100.00% | 75.00% | 100.00% | 100.00% | 80.00% | 100.00% | 100.00% | 100.00% | 41.67% | 100.00% |

Commission Notes:

- Mike Ryan - Term Complete (Resignation) Effective April 2024
- Frank Balla - Reappointed April 2024 (Alternate to Full)
- Dale Nelson – Term Complete (Resignation) Effective June 2024
- Ray Goddard - Appointed January 2024 (Alternate), Reappointed June 2024 (Alternate to Full)
- William Finlay - Appointed October 2024 (Alternate)
- James Madson - Reappointed December 2024

EXHIBIT B – HDC 2024 METRICS (From published HDC Meeting Agendas & Minutes)

| HDC 2024 Metrics | | | | | | | | | |
|-----------------------------|--|--|--------------------------------------|--|--|-----------|-----------|--------------------|-----------------|
| Meeting Date | Administratively Approved Applications | Continued Applications on the Agenda | New Applications on the Agenda | TOTAL Applications on the Agenda | Approved by HDC | Withdrawn | Dismissed | Continued | Denied |
| Tuesday, January 9, 2024 | 8 | 6 | 11 | 17 | 15 | 1 | 0 | 6 | 0 |
| Tuesday, February 27, 2024 | 6 | 4 | 4 | 8 | 6 | 1 | 0 | 2 | 0 |
| Tuesday, March 12, 2024 | 15 | 2 | 17 | 19 | 15 | 1 | 2 | 2 | 0 |
| Tuesday, April 9, 2024 | 8 | 4 | 17 | 21 | 13 | 1 | 0 | 3 | 0 |
| Tuesday, May 14, 2024 | 12 | 4 | 12 | 16 | 12 | 0 | 1 | 3 | 0 |
| Tuesday, July 11, 2024 | 12 | 3 | 13 | 16 | 10 | 1 | 0 | 5 | 0 |
| Tuesday, July 9, 2024 | 6 | 5 | 12 | 17 | 13 | 1 | 0 | 3 | 0 |
| Tuesday, August 13, 2024 | 8 | 4 | 5 | 9 | 5 | 0 | 0 | 4 | 0 |
| Tuesday, September 10, 2024 | 10 | 4 | 13 | 17 | 13 | 2 | 0 | 7 | 0 |
| Tuesday, October 15, 2024 | 14 | 7 | 15 | 22 | 18 | 0 | 0 | 7 | 0 |
| Tuesday, November 12, 2024 | 13 | 8 | 6 | 14 | 6 | 1 | 0 | 6 | 1 |
| Tuesday, December 10, 2024 | 7 | 6 | 11 | 17 | 7 | 0 | 1 | 9 | 0 |
| Total # of Applications | 119 | New HDC Apps on 2024 Agenda | 136 | 16.08 apps/month average | 133 | 9 | 4 | 9 cont. to 2025 | 1 |
| | | Total apps received (including admin approved): | 255 | | 99.62% Approved, Withdrawn, Dismissed, or Continued | | | | 0.38% Denied |
| | | Total heard by HDC (includes 6 cont. from 2023): | 261 | | | | | | |