

# DESIGN GUIDELINES REVIEW GROUP

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## Roles and Responsibilities

1. The role of the Design Guidelines Review Group (Review Group) is to provide guidance to the Raleigh Historic Districts Commission (RHDC) as they revise the *Design Guidelines for Raleigh Historic Districts (Guidelines)*. Guidance shall consist of working with Planning Department staff (staff) and the COA Committee of the RHDC to review and discuss concepts and working drafts of the *Guidelines*.
2. The Review Group will review the consultant's scope of work that was approved by the State Historic Preservation Office (SHPO) and the City of Raleigh (City). The City is contractually obligated to adhere to the scope of work. The scope of work has tasks, milestones and deliverables that cannot be changed without modifying the contract and fee by mutual consent by the consultant, the SHPO, and the City.
3. The Review Group represents a diversity of community and stakeholder groups who are willing to engage in a candid and thoughtful discussion in executing this task.
4. The Review Group will be meet at least five times between October 2010 and May 2011. If needed and with agreement by the consultant, more meetings may be scheduled to allow the Review Group time to review and offer comments on the drafts of the *Guidelines*.

### Expected Meetings:

- Orientation, Review Scope of Work, Public Input Strategy (1 meeting, October)
  - Public Outreach and Visioning (1 meeting, November)
  - Review Of Working Drafts (2 meetings, late-January)
  - Public Information Meeting (1 meeting, optional for Review Group)
  - Public Review Draft (1 meeting, mid-March)
5. Staff will provide the Review Group with the necessary background documents.
  6. The City has retained Jo Leimenstoll as the consultant. Review Group members will communicate directly with Staff and not with the consultant unless specifically coordinated.
  7. Review Group members will engage in open dialogue, which allows for the voicing of different opinions and recognition that everyone in the room is responsible for the process.
  8. Review Group members participate as individuals. It is recognized that some members of the Review Group represent or work with groups or constituencies and were selected because of their role in these groups. These members should take care in delineating their personal views from organizational interests in Review Group

discussions.

9. Each member of the Review Group takes responsibility for attending meetings, reading distributed materials, and participating in Review Group meetings. To the extent possible, members should not send “alternates” to represent them in the event they are unable to attend.
10. Review Group members will be aware of the limited time in the meetings and will therefore express themselves succinctly to allow time for others to share their thoughts and opinions.