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COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, December 18, 2019 9:46:22 AM  
**Last Modified:** Thursday, December 19, 2019 4:14:41 PM  
**Time Spent:** Over a day  
**IP Address:** 66.195.223.214

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Page 2: Commission Staff

**Q1** Name of Preservation Commission

Durham Historic Preservation Commission

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**Q2** Staff Contact (the city or county employee that provides staff services to the commission)

Name	Karla Rosenberg
Title	Senior Planner
Name of Local Government	Durham City-County Planning Department
Mailing Address	101 City Hall Plaza
City	Durham
ZIP	27701
Telephone	919-560-4137
E-mail	preservation@durhamnc.gov

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**Q3** The commission staff person is employed by:

The local government

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**Q4** On average, approximately how many hours in a typical 40-hour work week does the staff person spend on preservation commission work?

37

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**Q5** In addition to the preservation planner how many local government staff are assigned to work on commission-related tasks?

Only a supervisor and the assistant director for oversight of applications review; assistant city attorney attends HPC meetings and available for consult

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**Q6** Has your community experienced staff turnover for the staff member(s) who work with the local preservation commission?

No

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Page 3: Commission Members

**Q7** Please provide the following information on your commission chair.

Salutation (Mr., Ms., Mrs., Dr., etc)	<b>Dr.</b>
Name	<b>Joseph F. Jordan</b>
Date of Term Expiration	<b>9/30/20</b>
City/Town	<b>Durham</b>
Email Address	<b>jfjordan@igc.org</b>

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**Q8** How many voting commission members are there? **9**

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**Q9** How long are commissioners' terms? **3 years**

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**Q10** Is there a limit to the number of consecutive terms a member may serve? **Yes, 2 terms**

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**Q11** Were there any vacancies on the commission between October 1, 2017 and September 30, 2018? **No**

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**Q12** If you had commission vacancies during this reporting period, please indicate the method(s) your local government used to seek professionals to serve on the commission. Other (please specify):  
**N/A**

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**Q13** Were all vacancies filled within 60 days as required by federal law? **Yes**

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**Q14** Per the previous question, how many vacancies were not filled within 60 days and why?

**N/A**

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**Q15** Were any vacancies filled by new appointments? **No, all vacancies were filled by reappointing members who have served before**

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Page 4: Commission Meetings & Procedures

**Q16** When does the preservation commission meet? (For example, the third Wednesday evening of every month)

first Tuesday of every month at 8:30am

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## Copy of 2019 Report Survey for North Carolina CLG Commissions

**Q17** How frequent is the preservation commission's regularly-scheduled meeting?

**Once a month**

**Q18** How many hours is a typical commission meeting?

2.0

**Q19** How does the commission provide public meetings and notices? This includes meeting announcements, commission vacancies, and agendas.

**Website,**

**Mail,**

Other (please specify):

COA sign posting in front yard; annual newsletter mail-out; website postings

**Q20** Does your commission have an active, maintained website?

Yes or Other (please specify and provide links if applicable):

It is a series of webpages on our larger planning website

**Q21** Are members of the local preservation commission compensated monetarily for their service?

**No**

**Q22** Are commissioners reimbursed for travel, training registration and other expenses?

**Yes**

**Q23** Does the local government attorney attend commission meetings?

**Always**

**Q24** How does the commission provide documents to the public? This includes design guidelines and COA applications.

**Website,**

**Email (listserv, etc)**

**Q25** Does your commission have an annual retreat or check-in?

**Yes**

**Q26** Does your commission schedule its retreat during as a regular meeting?

**No**

**Q27** Was the local preservation ordinance updated or amended during the reporting period? If so, please send the HPO a copy of the updated ordinance or amendment by email.

**No**

Page 5: Commission Partnerships

<b>Q28</b> Does your community have a preservation-oriented non-profit organization?	Yes or Other (please specify): Historic Preservation Society of Durham (Preservation Durham)
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<b>Q29</b> Does your commission have community partnerships? Examples would be a paint shop discount for local historic district residents or educational programs with the local school system.	<b>No</b>
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<b>Q30</b> Does your commission work with local real estate agencies/agents and independent home sellers ("FSBO") to notify potential buyers of the local designation status of the properties in a local district or individual landmarks? This can be through the MLS listing or a brochure.	<b>No</b>
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<b>Q31</b> Is commission staff coordinating with the local fire department and property owners to ensure properties that are locally designated or eligible for local designation are not removed by the fire department by a controlled burn or for "practice"?	<b>Uncertain</b>
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Page 6: Preservation Planning

<b>Q32</b> Has your commission been involved with the development of a local preservation plan?	<b>No</b>
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<b>Q33</b> Does your local or county hazard mitigation plan address historic preservation or historic resources in your community?	<b>Yes</b>
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<b>Q34</b> Are you and/or your commission familiar with the State of North Carolina 2013-2022 State Historic Preservation Plan? <a href="https://files.nc.gov/ncdcr/historic-preservation-office/NorthCarolina_2013-2022_HistoricPreservationPlan.pdf">https://files.nc.gov/ncdcr/historic-preservation-office/NorthCarolina_2013-2022_HistoricPreservationPlan.pdf</a>	<b>Yes</b>
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**Q35** Commissioners and locals do an amazing job protecting our state's resources and we thank everyone for this generous contribution. How is your commission and/or local government working towards the goals of North Carolina's historic preservation plans?

Hold

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Page 7: Annual Reporting

## Copy of 2019 Report Survey for North Carolina CLG Commissions

**Q36** Does your commission compile an annual report for your governing board (City Council, etc)? **Yes**

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**Q37** Does your commission share its annual report with the public? **Yes**

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### Page 8: Historic Resources

**Q38** Does your commission conduct survey work in the community? **No**

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**Q39** Does your commission maintain an inventory of buildings deemed to be of historic importance in your community? **Yes**

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**Q40** Is the survey data for your jurisdiction, town, city, county, etc., current and comprehensive? Is updated survey information readily available to the general public? **No**

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**Q41** How many of the following does your community have as of this survey date?

Local Landmarks	<b>85</b>
Local Residential Historic Districts	<b>7</b>
Local Commercial Historic Districts	<b>1</b>
National Register Individually-Listed Properties	<b>53</b>
National Register Residential Historic Districts	<b>16</b>
National Register Commercial Historic Districts	<b>4</b>
National Historic Landmarks	<b>3</b>
Properties of Statewide Significance	<b>0</b>

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**Q42** If any historic resources in your community were not listed in the previous question, please provide more information here. **Respondent skipped this question**

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**Q43** Does your commission (with or without community partners) manage a revolving fund for the acquisition of properties outright or for the purchase of historic easements/covenants? **Other (please specify):**  
Preservation Durham has an Endangered Properties Fund separate from the Commission

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**Q44** Please indicate the incentives your local government offers to historic property owners. **None at the moment**

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## Copy of 2019 Report Survey for North Carolina CLG Commissions

**Q45** If applicable, please explain the incentives indicated in the previous question. Provide details such as total amounts given and number of properties that have taken advantage of the incentives.

N/A

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**Q46** Has your commission acquired or protected property through G.S. 160A-400.8(3) in this reporting period? This can include the use of a revolving fund or house museum properties. **No**

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### Page 9: Designation of Historic Properties

**Q47** How many local designation reports did the commission receive and process during this reporting period?

2

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**Q48** Does your commission charge a fee to submit a local landmark or historic district report? Yes (please provide amount) or other:  
\$1413

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**Q49** For local landmark or historic district reports, who is responsible for paying for the report preparation? This can include consultant fees. **The applicant**

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**Q50** How many of the following were designated by the historic preservation commission during the FY 2018 reporting period?

Local Landmarks	2
Local Residential Historic Districts	0
Local Commercial Historic Districts	0
Local Historic District Boundary Increases	0

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**Q51** Approximately how many local landmarks in your community are currently receiving the 50% property tax deferral afforded through G.S. 105-278?

83

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**Q52** Approximately what is the dollar amount of taxes deferred through the 50% property tax deferral in your community this past year?

2605342

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## Copy of 2019 Report Survey for North Carolina CLG Commissions

<b>Q53</b> How many National Register (NR) listings took place in your community during this reporting period?	NR Individually-Listed Properties	<b>0</b>
	NR Residential Historic Districts	<b>1</b>
	NR Commercial Historic Districts	<b>0</b>
	NR Historic District Boundary Increases	<b>0</b>

**Q54** Were any local or National Register historic designations removed or reduced in size during this reporting period? This includes through demolition, a boundary decrease, or property owner request.

**No**

**Q55** Please provide additional information regarding any other designation activity in your community during the reporting period. This can include National Historic Landmarks and properties of Statewide Significance.

**Respondent skipped this question**

### Page 10: Commission Funding

**Q56** Please provide an estimated dollar amount of fees collected in a typical year by the commission for the following:

COA Fees	<b>23016</b>
Local Designation Application Fees	<b>4239</b>
Fines for Violations	<b>0</b>

**Q57** Is funding specifically appropriated to the historic preservation commission for an operating budget or are commission expenses a line item in a department's operating budget?

line item in department's operating budget

**Q58** What is the local government's annual appropriation to the HPC?

0

**Q59** Does the preservation commission have any additional sources of funding?

**No**

## Copy of 2019 Report Survey for North Carolina CLG Commissions

**Q60** Generally speaking, how much does the historic preservation commission spend on the following?

Administrative (printing, etc)	300
Consultant work (for landmark reports, etc)	0
Programs (plaques, community events, etc)	0
Commissioner training and travel costs	500

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### Page 11: Commission Education & Outreach Programs

**Q61** Does your commission use technology to strengthen/or maintain a strong preservation network by sharing successes and information with a variety of audiences and to target specific audiences?

No

**Q62** Does your commission provide training opportunities for decision-makers at the state and local levels, including elected officials and preservation and planning commission members and staff? Are a variety of topics offered or is training limited to specific subjects?

Yes

**Q63** Does your commission make preservation a key public policy objective that is supported by an advocacy that is well informed and organized?

Yes

**Q64** Does your commission increase the capacity of preservation organizations and the private sector, to engage in preservation by fostering strong leadership and management?

Yes

**Q65** Please indicate which of the following educational activities your commission carries out.

Print materials,  
Website materials,  
Discussion/lecture series or educational event (a window repair workshop, for example)

**Q66** In dollars, how much does your commission SPEND on average in a year on education and outreach programs?

500

**Q67** Does your commission seek out funding for education and outreach programs? (This includes CLG grants, local government matches, and other financial sources.)

Yes



## Copy of 2019 Report Survey for North Carolina CLG Commissions

**Q68** Please describe your education and outreach programs, especially ones that you are planning or those that have been successful in past. Website and program names would be nice to have. (Other commissions are especially eager to hear the great things their fellow commissions are doing! Your responses will be shared.)

Began "Ten-Minute Topics" to cover technical aspects of historic preservation. So far topics covered have been window types and repair, sign types and repair, masonry care and repair, reading Sanborn maps.

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### Page 12: COA Review and Regulation

**Q69** Does your commission accept electronic COA applications or can a property owner submit a COA application online?

**No**

**Q70** Do you charge a fee for COA applications?

**Yes, separate fees for minor and major work**

**Q71** If you charge for COAs, please explain your COA fee structure. If it's on a website, a link is acceptable.

Major COA without Demolition or New Construction: \$309

Major COA with Demolition or New Construction: \$413

Major COA with Demolition and New Construction \$517

Minor COA: \$78

**Q72** Please provide the number of COA application rulings during the reporting period.

Total	<b>118</b>
Approved	<b>108</b>
Approved with conditions	<b>4</b>
Denied	<b>0</b>
Withdrawn/Deferred/Resubmitted	<b>1</b>
Other	<b>3</b>

**Q73** Please provide the type of COA applications received during the reporting period.

Total	<b>118</b>
Minor works	<b>81</b>
Major works (includes demolition and new construction)	<b>37</b>
After-the-fact COAs	<b>0</b>

**Q74** How many COA applications did your commission receive during this reporting period for demolition or relocation?

## Copy of 2019 Report Survey for North Carolina CLG Commissions

**Q75** Considering the number COA applications for demolition or relocation you noted in the previous question, please respond to the following questions:

How many were denied?	0
How many were approved?	6
How many were approved with conditions?	0
How many were withdrawn or deferred?	0
How many were acted upon? (This can also include approved COAs reported in a previous reporting period that were not acted on during that reporting period.)	6
Other.	<b>Demolitions consisted of one NC primary structure and 5 C and NC accessory structures</b>

**Q76** For major work, do you advise or otherwise consult with applicants prior to their hearing before the full commission? **Yes, staff advises**

**Q77** Were any COA decisions appealed during the reporting period? **No**

**Q78** Does the commission or local government enforce penalties or fees for after-the-fact Certificates of Appropriateness (COAs)? Yes or Other (please specify):  
Doubled application fee

**Q79** If your commission dealt with after-the-fact COAs during this reporting period, please indicate how many and other information on the circumstances.

Fewer than 10

**Q80** Does your commission have a demolition by neglect ordinance? This can be a stand-alone ordinance or a clause in the commission's ordinance. **Yes**

**Q81** Has your commission or local government ever enforced the demolition by neglect ordinance mentioned in the previous question? Yes or Other (please specify):  
In 2015

**Q82** Does your commission regulate the removal of mature trees or other mature landscape features associated with locally designated landmarks and historic districts? **Yes**

Page 13: Commission Training

**Q83** Did the commission staff person and at least two commissioners attend a training between the period of October 1, 2018, and September 30, 2019, as required by the CLG program?

Yes

**Q84** Do you train your new commissioners? This includes in-house training and materials.

Yes

**Q85** Please indicate which of the following training opportunities you and/or your commissioners attended during October 1, 2018, to November 30, 2019. Please note, we are extending training opportunities to November 30, 2019 for those communities affected by Hurricane Dorian.

**Preservation North Carolina annual conference, Wrightsville Beach, NC (March 20-22, 2019)**,  
Other (please specify):  
CLG Workshop April 5, 2019

**Q86** Please suggest three (3) training topics that would be most beneficial to you and the preservation commission.

**CLG Grants,**  
**"Green" Preservation Sustainability Issues**,  
**Flood proofing historic properties**

Page 14: Evaluation of HPO Services

**Q87** Please rate the following resources offered by our office.

Website	4 - Good to have
GIS maps	5 - Extremely valuable
NCPres Listserv	5 - Extremely valuable
Staff consultations (including Restoration Branch, National Register and Survey Branch, and office branches)	5 - Extremely valuable
Training	4 - Good to have
Newsletters (CLG and Worth Saving)	4 - Good to have
Facebook page	4 - Good to have
Print materials	4 - Good to have

**Q88** Please suggest ways in which the North Carolina State Historic Preservation Office can better serve your community.

Keep training calendar updated with opportunities

## Copy of 2019 Report Survey for North Carolina CLG Commissions

### Page 15: Documentation request: New Commissioner Resumes

**Q89** Documentation of new commissioner(s) is:

**Not applicable to this commission at the time**

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### Page 16: Documentation request: Resources lost or added to the survey

**Q90** Documentation of resources lost or added to the survey is:

**Attached**

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### Page 17: Documentation request: Optional

**Q91** Documentation of other commission/preservation activity is:

**Not attached**

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**Q92** If possible, please provide a brief overview or link to any newspaper articles related to preservation in your community. (Previous versions of the CLG survey asked for newspaper clippings that, when paired with the survey responses, provided a nice annual community "snapshot" for our records.)

<https://www.newsobserver.com/news/local/article229289229.html>

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### Page 18: Commission Activity Overview

**Q93** Please summarize the commission's accomplishments, successes, and MAJOR activities during the reporting period. Include grant projects, educational and public awareness efforts, and innovative collaborations. Also describe any significant challenges, problems, or difficult issues faced by the commission during the reporting period.

The Commission is seeing an increase in requests to demolish contributing accessory structures; requests are generally approved without a delay when structure is not architecturally distinctive or immediately visible from the street. The Commission has received interest from community members and the local government to revise criteria and approval process for installing solar panels visible from the street; the new Criteria containing these and numerous other revisions will undergo review by the governing bodies in 2020. When the agenda is light, the Commission receives training in the technical aspects of preservation through a new series of "Ten-Minute Topics," which have thus far addressed window types and repair; maintenance, cleaning, and repair of historic masonry; historic sign types and maintenance; and reading Sanborn maps.

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### Page 19: Affirmations

**Q94** The designated CLG staff person, the preservation commission chair, and the chief elected local official(s) hereby affirm that the certified local government meets all standards for certification and continues to operate according to the guidelines for certification as set forth in 36 CFR Part 61 and in the "Guidelines for North Carolina's Certified Local Government Program." We affirm that, in accordance with N.C.G.S. 160A-400.7, all members of the historic preservation commission are qualified to serve, a majority having demonstrated their competence through either their educational or professional experience or through their special interest in, and knowledge of, historic preservation. We affirm that the certified local government has made a good faith effort to appoint to the commission professionals from the disciplines of architecture, history, architectural history, planning, archaeology, or a closely related discipline, and have attached written documentation of such effort. Finally, we affirm that all members meet the residency requirements of N.C.G.S. 160A-360 and 160A-400.7. (Affirmation below is considered by the HPO as an electronic signature.)

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**We affirm.**