

#43

COMPLETE

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Page 2: Commission Staff

Q1

Name of Preservation Commission

Durham Historic Preservation Commission

Q2

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

Name	Karla Rosenberg
Title	Principal Planner
Name of Local Government	Durham City-County
Mailing Address	101 City Hall Plaza, Suite G500
City	Durham
ZIP	27701
Telephone	9195604137
E-mail	karla.rosenberg@durhamnc.gov

Q3

The local government

The commission staff person is employed by:

Q4

In addition to the preservation planner how many local government staff are assigned to work on commission-related tasks? (Please list names and email addresses.)

5
 Scott Whiteman (Senior Planning Manager) Scott.Whiteman@DurhamNC.gov
 Tessa McGuire (Planning Specialist) Tessa.McGuire@DurhamNC.gov
 Sarah Laws (Associate Attorney, City Attorney's Office) Sarah.Laws@DurhamNC.gov, Kendall Carter (Associate Attorney, City Attorney's Office) Kendall.Carter@DurhamNC.gov

Q5

No

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

Page 3: Commission Members

Q6

Directly contacted professionals known to reside within the CLG's jurisdiction

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.

,

Contacted area educational institutions, professional organizations, and local historical societies or preservation associations for suggestions of potential members

,

Other (please specify):
Announcements on City and County websites

Q7

No

Were all vacancies filled within 60 days?

Page 4: Commission Meetings & Procedures

Q8

Once a month

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

Q9

When does the commission normally meet? (e.g., second Tuesday of each month.)

first Tuesday of each month, 9am

Q10

Yes or Other (please specify and provide links if applicable):
<https://www.durhamnc.gov/397/Historic-Preservation-Commission-HPC>

Does your commission have an active, maintained website?

Q11

Yes

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

Q12

No

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.

Page 5: Commission Partnerships

Q13

Yes or Other (please specify):
www.preservationdurham.org

Does your community have a preservation-oriented non-profit organization?

Q14

No

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.

Q15

No

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.

Q16

No

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"?

Q17

Yes.

Has your commission been part of a Section 106 of the National Historic Preservation Act process for addressing adverse effects to properties listed in or eligible for listing in the National Register?

Q18

If you answered yes to the question above, please elaborate. Tell us what the project was, the role the commission played, the outcome, and if you were satisfied with the outcome.

Staff reviews Section 106 inquiries and submits responses.

Page 6: Preservation Planning

Q19

Has your local government adopted a historic preservation plan? (If yes, please put year adopted in "Other" comment box.)

No,

Other (If plan was adopted, please include the year.):

We do have historic preservation-related policies as part of our 2023 Comprehensive Plan. Each of the 8 locally designated districts has its own Preservation Plan (ranging from 1989 to 2016).

Q20

Are historic and cultural resources explicitly included in your local hazard mitigation plan?

Yes.

Q21

Have you taken any steps toward disaster resilience planning to reduce the effects of, and enhance recovery from, a disaster?

No.

Q22

How is your commission and/or local government working toward the goals of the North Carolina State Historic Preservation Plan? Please see - <https://www.hpo.nc.gov/administration/north-carolina-historic-preservation-plan-2025-2034/open>

Goal 1: Staff regularly refers property owners to NCHPO for discussion of historic rehabilitation tax credit options and to OSA for cemetery inquiries. Occasionally refer to NCHPO for National Register inquiries and technical advice.

Goal 3: Launched Heritage Communities program to help document histories of communities not eligible for or desiring National Register status (first community recognized: Merrick-Moore); made accessible to the public via a historical interpretive sign and an ArcGIS StoryMap. Contracted consultant to conduct a survey and write a National Register nomination for Emorywood Estates.

Goal 5: Added GIS layer showing all properties affected by Preservation Durham's protective covenants to city's mapping application (DurhamMaps).

Page 7: Annual Reporting

Q23

Does your commission compile an annual report for your governing board and/or the public? If so, please email a copy of this report to kristi.brantley@dncr.nc.gov .

Yes

Page 8: Historic Resources

Q24

Please indicate the incentives your local government offers to historic property owners.

None at the moment

Q25

No

Has your commission acquired or protected property through NC G.S. 160D-942(3) (former 160A-400.8(3)) in this reporting period? This can include the use of a revolving fund or house museum properties.

Page 9: Designation of Historic Properties

Q26

How many local designation reports did the commission process during this reporting period?

1

Q27

Yes (please provide amount) or other:

\$1735 landmark/\$1426 landmark sign/\$22,750 district

Does your commission charge a fee to submit a local landmark or historic district report?

Q28

The applicant

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

Q29

How many of the following were designated by the historic preservation commission during the FY 2024-2025 reporting period?

Local Landmarks	0
Local Residential Historic Districts	0
Local Commercial Historic Districts	0
Local Combination Residential/Commercial Historic Districts	0
Local Historic District Boundary Increases	0

Q30

Did your commission receive requests for any de-designations of locally designated properties during this reporting year? (If yes, please elaborate)

No

Q31

Please provide additional information regarding any other designation activity in your community during the reporting period. This can include National Historic Landmarks, properties of Statewide Significance, or historic markers.

Harriet Tubman YWCA added to National Register; documentation added for St. Joseph's AME Church

Page 10: Commission Education & Outreach Programs

Q32

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.)

We send an annual newsletter to all local landmark and district property owners and occupants, providing education and/or highlighting projects of interest around a specific theme--this year the theme was coating or painting historic masonry. We launched a Heritage Communities Program that officially recognized its first Merrick-Moore on October 6, 2025 (just outside of this reporting period): <https://storymaps.arcgis.com/stories/101a5e25b54940b6b05decc946bcad3f>

Page 11: COA Review and Regulation

Q33

Yes

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

Q34

What is the fee for COA applications?

7.1. Minor Certificate of Appropriateness (COA)

Planning staff approval: payment includes technology \$42 + Processing Fee

7.2. Major COA, Except Demolition, New Construction, and/or Large Addition (see 7.3) Historic Preservation Commission review and approval; includes letter notice, sign, and technology \$297 + Processing Fee

7.3. Major COA with New Construction or Large Addition(s) (greater than 25% of the existing conditioned bldg. square footage), Historic Preservation Commission review and approval; not based on the footprint & not including porches, etc.; includes letter notice, sign, and technology \$505 + Processing Fee

7.4. Major COA with Demolition of Primary Structure

Historic Preservation Commission review and approval; includes letter notice, sign, and technology \$713

7.5. Major COA with Demolition of Accessory Structure

Historic Preservation Commission review and approval; includes letter notice, sign, and technology \$349

7.6. Master COA for Public Projects, Historic Preservation Commission review and approval; includes letter notice, sign, and technology \$505 + Processing Fee

7.7. Master COA, Staff Review Planning staff review and approval, including technology \$104 + Processing Fee

7.8. After-the-Fact COA Fees: Added to the COA fees for work in this section 7 done without obtaining the required approval before work commenced After-the-fact (ATF) fees apply to individual applicants rather than the property location.

\$52: 1st + COA fees, above

\$104: 2nd + COA fees, above

\$208: 3rd & each thereafter, + COA fees + Processing Fee

Q35

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

Total	113
Approved	90
Approved with conditions	10
Denied	0
Withdrawn/Deferred/Resubmitted	9
Other	4

Q36

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

Total	99
Minor works	71
Major works (includes demolition and new construction)	28
After-the-fact COAs	5

Q37

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

2

Q38

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? **2**

Q39

No

Were any COA decisions appealed during the reporting period?

Q40

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

Approximately 5 (we do not currently track this), and these may be initiated after a community complaint or a referral from our Inspections Department.

Page 12: Commission Training

Q41

Yes

Did the commission staff person and at least two commissioners attend training between the period of October 1, 2024, and September 30, 2025?

Q42

Please indicate which of the following training opportunities you and/or your commissioners attended/participated in during the period of October 1, 2024 through September 30, 2025.

HPC Staff Liaison Training in Raleigh (November 14, 2024)

Other (please specify):

HPC Annual Retreat: Fundamentals of HP and Legal Overview (4/17/25)

Q43

Please share training topics that would be most beneficial to your preservation commission.

Updating historic inventories with regard to periods of significance and midcentury infill; strategies for affecting legislation at local and state levels; programs to support lower-income historic property owners; preservation technologies

Page 13: Evaluation of HPO Services

Q44

Please rate the following resources offered by our office.

Website	5 - Extremely valuable
GIS maps	5 - Extremely valuable
Staff consultations (including Restoration Branch, National Register and Survey Branch, and office branches)	5 - Extremely valuable
Training	5 - Extremely valuable

Q45

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

Community information sessions on historic rehabilitation tax credit program

Page 14: Documentation request: New Commissioner Resumes

Q46 **Emailed**

Documentation of new commissioner(s) is:

Page 15: Documentation request: Resources lost or added to the survey

Q47 **Emailed**

Documentation of resources lost or added to the survey is:

Page 16: Documentation request: Optional

Q48 Other (please specify):
n/a

Documentation of other commission/preservation activity is:

Q49 **Respondent skipped this question**

If possible, please provide a brief overview or link to any newspaper articles related to preservation in your community.

Page 17: Commission Activity Overview

Q50

No.

Have you secured external grant funding, beyond the CLG grant program, to support preservation in your local government?

Q51

Please describe any significant challenges or difficult issues faced by the commission during the reporting period.

With increased community interest in accessory dwelling units, historic accessory structures are demolished at a higher frequency to support new larger structures.

Q52

Please share the commission's accomplishments, successes, and significant activities during the reporting period. Include grant projects, educational and public awareness efforts, and innovative collaborations.

Selected a consultant to begin architectural inventory and National Register nomination for the Emorywood Estates Historic District-- first draft is currently under review. Successfully recognized Merrick-Moore as first Durham heritage community.

Page 18: Affirmations

Q53

We affirm.

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. 160D-303, 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. 160D-202 and 160D-303. (Affirmation below is considered by the HPO as an electronic signature.)
