

#49

**COMPLETE**

**Collector:** Email Invitation 1 (Email)  
**Started:** Thursday, December 14, 2017 11:32:15 AM  
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**Email:** Karla.Rosenberg@durhamnc.gov  
**IP Address:** 66.195.223.214

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Page 2: Commission Staff

**Q1** Is your commission a CLG? **Yes (completing this report is mandatory)**

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**Q2** Name of Preservation Commission

(no label)

Select your CLG commission: **Durham Historic Preservation Commission**

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**Q3** Staff Contact (the city or county employee that provides staff services to the commission)

Name	Karla Rosenberg
Title	Planner
Name of Local Government	Durham City-County Planning Department
Mailing Address	101 City Hall Plaza
City	Durham
ZIP	27701
Telephone	919-560-4137 x28259
E-mail	preservation@durhamnc.gov

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**Q4** The commission staff person is employed by: **The local government**

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**Q5** On average, approximately how many hours in a typical 40-hour work week does the staff person spend on preservation commission work?

40

## 2017 North Carolina CLG Commissions Reporting

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

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**Q8** How long are commissioners' terms? **3 years**

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**Q9** Is there a limit to the number of consecutive terms a member may serve? **Yes, 2 terms**

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**Q10** Were there any vacancies on the commission between October 1, 2016 and September 30, 2017? Yes (how many?) or other:  
**2**

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**Q11** 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. **Directly contacted professionals known to reside within the CLG's jurisdiction**,  
Other (please specify):  
Placed in Herald-Sun newspaper; Posted on public announcement boards in City Hall; and also posted on the City's website – Boards/Committees/Commissions Vacancies

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**Q12** Were all vacancies filled within 60 days as required by federal law? **No**

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**Q13** Per the previous question, how many vacancies were not filled within 60 days and why?

2 - No prospects applied via the usual recruitment methods until contacted directly by Commissioners and staff. The vacancies were finally filled in 12/2017 (after the present reporting period).

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**Q14** Were any vacancies filled by new appointments? Yes, we have new members who have not served before (how many?):  
**2**

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## 2017 North Carolina CLG Commissions Reporting

**Q15** Please provide the following information on your commission chair.

Salutation (Mr., Ms., Mrs., Dr., etc)	<b>Mr.</b>
Name	<b>Joe Fitzsimons</b>
Date of Term Expiration	<b>9-1-18</b>
City/Town	<b>Durham</b>
Email Address	<b>joe@belkarchitecture.net</b>

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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 morning of every month

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**Q17** Are members of the local preservation commission compensated monetarily for their service? **No**

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**Q18** How frequent is the preservation commission's regularly-scheduled meeting? **Once a month**

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**Q19** Does the local government attorney attend commission meetings? **Always**

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**Q20** How many hours is a typical commission meeting?

2.0

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**Q21** Does your commission have an active, maintained website? Yes or Other (please specify and provide links if applicable):  
<http://durhamnc.gov/391/Historic-Preservation>

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**Q22** How does the commission provide public meetings and notices? This includes meeting announcements, commission vacancies, and agendas. **Website,**  
**Mail,**  
Other (please specify):  
Sign postings in COA property's front yard

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## 2017 North Carolina CLG Commissions Reporting

**Q23** How does the commission provide public documents? This includes design guidelines and COA applications.

**Website,**

**Email (listserv, , etc)**

**Printed materials in a specific location (planning office, library, etc)**

**Q24** 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**

**Q25** Does the commission or local government enforce penalties or fees for after-the-fact Certificates of Appropriateness (COAs)?

Yes or Other (please specify):

Application fee is doubled for retroactive requests

**Q26** Does your commission accept electronic COA applications or can a property owner submit a COA application online?

**No**

**Q27** In addition to the preservation planner how many local government staff are assigned to work on commission-related tasks?

2--the preservation planner's supervisor and assistant director review staff reports and provide guidance

### Page 5: Historic Resources & Preservation Programs in Your Community

**Q28** How many of the following does your community have as of this survey date?

Local Landmarks	<b>83</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>15</b>
National Register Commercial Historic Districts	<b>4</b>
National Historic Landmarks	<b>3</b>
Properties of Statewide Significance	<b>0</b>

**Q29** If any historic resources in your community were not listed in the previous question, please provide more information here.

**Respondent skipped this question**

## 2017 North Carolina CLG Commissions Reporting

**Q30** Does your community have a preservation non-profit?

Yes or Other (please specify):  
Preservation Durham

**Q31** 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.

**No**

**Q32** Does your commission work with local real estate agencies/agents and independent home sellers ("FSBO") to notify potential buyers of local designation to the property? This can be through the MLS listing or a brochure.

**No**

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### Page 6: Commission Duties & Responsibilities

**Q33** Does your commission charge a fee to submit a local landmark or historic district report?

Yes (please provide amount) or other:  
\$1,413 /  
\$21,355

**Q34** For local landmark or historic district reports, who is responsible for paying for the report preparation? This can include consultant fees.

**The applicant**

**Q35** Has your commission been involved with the development of a local preservation plan?

Yes (please describe) or Other (please specify):  
Golden Belt's plan was approved and entered into effect on 9-16-16

**Q36** Are you and/or your commission familiar with the State of North Carolina 2013-2022 State Historic Preservation Plan?  
([http://www.hpo.ncdcr.gov/NorthCarolina\\_2013-2022\\_HistoricPreservationPlan.pdf](http://www.hpo.ncdcr.gov/NorthCarolina_2013-2022_HistoricPreservationPlan.pdf))

**No**

**Q37** 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?

Providing oversight of the development of locally designated historic properties to ensure sensitivity of design. Providing education and guidance to applicants regarding historically appropriate renovation material choices and techniques. Refer non-locally designated National Register historic property owners to NCSHPO for inquiry into historic preservation tax credit program. Collaborate with Preservation Durham to update a county-wide historic properties inventory.

## 2017 North Carolina CLG Commissions Reporting

**Q38** 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?

**Yes,**

Please

elaborate:

Annual newsletter mailed out to all historic district and landmark property owners highlights success stories.

**Q39** 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?

Please

elaborate:

Our last training was in 2016; we are due to host another training and hope to collaborate with the Inspections Department on a training regarding the rehabilitation code as it relates to historic properties "green sheets."

**Q40** Does your commission make preservation a key public policy objective that is supported by an advocacy that is well informed and organized?

**Yes**

**Q41** Does your commission increase the capacity of preservation organizations and the private sector, to engage in preservation by fostering strong leadership and management?

**Yes**

**Q42** 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,**

Please

elaborate:

The department is partnering with Preservation Durham to produce a new survey of the county's historic inventory. The last survey is now outdated.

**Q43** Does your commission maintain an inventory of buildings deemed to be of historic importance in your community?

**Yes**

**Q44** Please approximate the number of individual, standing buildings with historic significance in your community. This number includes those that are and aren't historically designated.

5000

**Q45** Please indicate the incentives your local government offers.

**None at the moment**

**Q46** 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

## 2017 North Carolina CLG Commissions Reporting

**Q47** 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**

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**Q48** Has your commission or local government ever enforced the demolition by neglect ordinance mentioned in the previous question? **Yes or Other (please specify):**  
But not this period

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**Q49** Does your commission compile an annual report for your governing board (City Council, etc)? **Yes**

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**Q50** Does your commission (with or without community partners) manage a revolving fund? **Not Applicable or Not in Ordinance**

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**Q51** Does your commission have an annual retreat or check-in? **Yes**

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**Q52** Does your commission schedule its retreat during as a regular meeting? **Yes**

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**Q53** Does your commission conduct survey work in the community? **No**

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### Page 7: Commission Finances

**Q54** Please provide an estimated dollar amount of fees collected in a typical year by the commission for the following:

COA Fees	<b>19458</b>
Local Designation Application Fees	<b>1381</b>
Fines for Violations	<b>0</b>

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**Q55** 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?

operating budget

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**Q56** What is the local government's annual appropriation to the HPC?

0

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## 2017 North Carolina CLG Commissions Reporting

**Q57** Does the preservation commission have any additional sources of funding **No**

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**Q58** Generally speaking, how much does the historic preservation commission spend on the following?

Administrative (printing, etc)	<b>\$0</b>
Consultant work (for landmark reports, etc)	<b>0</b>
Programs (plaques, community events, etc)	<b>\$0</b>
Commissioner training and travel costs	<b>\$0</b>

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### Page 8: Commission Education & Outreach Programs

**Q59** Please indicate which of the following educational activities your commission carries out.

<b>Print materials,</b>
<b>Website materials</b>

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**Q60** In dollars, how much does your commission SPEND on average in a year on education and outreach programs?

500

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**Q61** Does your commission seek out funding for education and outreach programs? (This includes CLG grants, local government matches, and other financial sources.) **No**

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**Q62** 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.)

Produce and mail out HPC informational brochures/newsletters to all relevant property owners annually.

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### Page 9: Reporting Period Activity (October 30, 2015, to September 1, 2016)

<b>Q63</b> How many of the following were designated by the historic preservation commission during the FY2017 reporting period?	Local Landmarks	<b>0</b>
	Local Residential Historic Districts	<b>0</b>
	Local Commercial Historic Districts	<b>0</b>
	Local Historic District	<b>0</b>
	Boundary Increases	

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## 2017 North Carolina CLG Commissions Reporting

**Q64** How many local designation reports did the commission receive during this reporting period?

0

**Q65** Approximately how many local landmarks in your community are currently receiving the 50% property tax deferral afforded through G.S. 105-278?

83

**Q66** Approximately what is the dollar amount of taxes deferred through the 50% property tax deferral in your community this past year?

4500000

**Q67** How many National Register (NR) listings took place in your community during this reporting period?

NR Individually-Listed Properties	0
NR Residential Historic Districts	0
NR Commercial Historic Districts	0
NR Historic District Boundary Increases	0

**Q68** 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

**Q69** 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

**Q70** Has your commission acquired property through G.S. 160A-400.8(3) in this reporting period? This can include revolving fund or house museum properties.

No

Page 10: Certificates of Appropriateness (COAs) during report period of 10.1.2016, to 9.30.2017

## 2017 North Carolina CLG Commissions Reporting

<b>Q71</b> Please provide the number of COA application rulings during the reporting period.	Total	<b>113</b>
	Approved	<b>101</b>
	Approved with conditions	<b>6</b>
	Denied	<b>0</b>
	Withdrawn/Deferred/Resubmitted	<b>4</b>
	Other	<b>2</b>

<b>Q72</b> Please provide the type of COA applications received during the reporting period.	Total	<b>0</b>
	Minor works	<b>71</b>
	Major works (includes demolition and new construction)	<b>42</b>
	After-the-fact COAs	<b>15</b>

**Q73** How many COA applications did your commission receive during this reporting period for demolition or relocation?

1

**Q74** 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?	<b>0</b>
How many were approved?	<b>0</b>
How many were approved with conditions?	<b>1</b>
How many were withdrawn or deferred?	<b>0</b>
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.)	<b>0</b>

<b>Q75</b> For major work, do you advise applicants prior to their hearing before the full commission?	<b>Yes, staff advises</b>
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<b>Q76</b> Were any COA decisions appealed during the reporting period?	<b>No</b>
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<b>Q77</b> Do you charge a fee for COA applications?	<b>Yes, separate fees for minor and major work</b>
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**Q78** If you charge for COAs, please explain your COA fee structure. If it's on a website, a link is acceptable.

<http://durhamnc.gov/DocumentCenter/View/1050>

Minor Works Certificate of Appropriateness

(Staff

Review only)

\$75.00

Base Fee

+ \$3.00

4% Technology Surcharge

= \$78.00

Total Fee

Major Works Certificate of Appropriateness

(Historic

Preservation Commission Review)

A total of:

\$150.00

Base Fee

+\$100.00

if

New Construction

and/or

+\$100.00

if

Demolition

+ 4%

Technology Surcharge

+ \$153.00

Notification Surcharges

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

0

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**Q80** Does your commission regulate the removal of mature trees or other mature landscape features associated with locally designated landmarks and historic districts?

Yes

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**Q81** 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"?

Yes

## 2017 North Carolina CLG Commissions Reporting

**Q82** Does your local or county hazard mitigation plan address historic preservation or historic resources in your community? **No**

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### Page 11: Commission Training

**Q83** Did the commission staff person and at least two commissioners attend a training between the period of October 1, 2016, and September 30, 2017, as required by the CLG program? **No**

**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, 2016, to September 30, 2017. Other (please specify):  
CLG Training in Raleigh, June 2017 (2 staff persons)

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

**Appropriate Preservation Materials and Methods**,  
**Alternate Materials**,  
**Understanding Building Codes**,  
**"Green" Preservation and Sustainability Issues**,  
**Architectural History**,  
**Secretary of the Interior's Standards**

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### Page 12: Feedback to the North Carolina State Historic Preservation Office

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

Website	<b>3 - Okay</b>
GIS maps	<b>4 - Good to have</b>
NCPres Listserv	<b>Not Applicable</b>
Training	<b>4 - Good to have</b>
Newsletters (CLG and Worth Saving)	<b>4 - Good to have</b>
Facebook page	<b>Not Applicable</b>
Print materials	<b>4 - Good to have</b>

## 2017 North Carolina CLG Commissions Reporting

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

Respondent skipped this question

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Page 13: 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 14: 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 15: Documentation request: Optional

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

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.)

Respondent skipped this question

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Page 16: 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 continues to review COAs for eight local historic districts and 85 local landmarks. It released its annual newsletter/informational brochure to district and landmark property owners last spring. The Commission has functioned smoothly during meetings under its current leadership; however, it has suffered prolonged vacancies in a couple of positions that have challenged its ability to meet quorum.

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Page 17: 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.)

**We affirm.**