

2018 Report Survey for North Carolina CLG Commissions

#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	Planner
Name of Local Government	Durham City-County Planning Department
Mailing Address	101 City Hall Plaza, Gr. Floor
City	Durham
ZIP	27701
Telephone	919-560-4137
E-mail	preservation@durhamnc.gov

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

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

37

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

Q6 Has your community experienced staff turnover for the staff member(s) who work with the local preservation commission? **No**

Page 3: Commission Members

Q7 Please provide the following information on your commission chair.

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

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

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

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

Q11 Were there any vacancies on the commission between October 1, 2017 and September 30, 2018? Yes (how many?) or other: **3**

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.

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

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Placed announcements in local media specifically recruiting professional members

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Other (please specify):

Placed ads in Herald-Sun newspaper; posted on public announcement boards in City Hall; posted on City's website (Boards/Committees/Commissions Vacancies page)

Q13 Were all vacancies filled within 60 days as required by federal law? **No**

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

Historian: advertising error (was not advertised on time)
 Architect: vacant since 9/1/18 but no applications received as of yet

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Q15 Were any vacancies filled by new appointments? Yes, we have new members who have not served before (how many?):
1

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

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. **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

Q28 Does your community have a preservation-oriented non-profit organization? **Yes or Other (please specify):**
Preservation Durham

Q29 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**

Q30 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. **No**

Q31 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"? **Uncertain**

Page 6: Preservation Planning

Q32 Has your commission been involved with the development of a local preservation plan? **No**

Q33 Does your local or county hazard mitigation plan address historic preservation or historic resources in your community? **Yes**

Q34 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)

Yes

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

Page 7: Annual Reporting

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

Yes

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

Yes

Page 8: Historic Resources

Q38 Does your commission conduct survey work in the community?

No

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

Yes

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

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

Local Landmarks	83
Local Residential Historic Districts	7
Local Commercial Historic Districts	1
National Register Individually-Listed Properties	53
National Register Residential Historic Districts	15
National Register Commercial Historic Districts	4
National Historic Landmarks	3
Properties of Statewide Significance	0

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

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

Q44 Please indicate the incentives your local government offers to historic property owners.

None at the moment

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

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

Page 9: Designation of Historic Properties

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

0

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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:
\$1,413
(landmark)

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

The applicant

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

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

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

83

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

4500000

Q53 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

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	17000
Local Designation Application Fees	1413
Fines for Violations	0

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**

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

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**

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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

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.)

Held workshop on NC rehabilitation code 9/26/18 for multiple city departments and professionals across region. Have initiated 10-minute topics on monthly Commission meeting agenda for RY2019 to educate Commission members and public about technical aspects of building preservation.

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

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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	91
Approved	90
Approved with conditions	6
Denied	1
Withdrawn/Deferred/Resubmitted	0
Other	0

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

Total	103
Minor works	66
Major works (includes demolition and new construction)	37
After-the-fact COAs	4

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

3

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?	1
How many were approved with conditions?	2
How many were withdrawn or deferred?	0

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

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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.

We have received a few after-the-fact (retroactive) COAs for minor-level work from homeowners unfamiliar with the COA process. In one instance we received a retroactive Major COA (for modifying original window openings) from a developer already familiar with the COA process. The penalty for filing retroactively (doubled application fee) is intended to discourage willful disregard of the process. We spread awareness of the local historic district and landmark program via newsletters to every district property owner and meetings with the local realtors association.

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):
previous years

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, 2017, and September 30, 2018, as required by the CLG program?

Yes

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

Yes

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Q85 Please indicate which of the following training opportunities you and/or your commissioners attended during October 1, 2017, to December 31, 2018. Please note, we are extending training opportunities to December 31, 2018 for those communities affected by Hurricane Florence.

Second Annual Workshop for LPC/CLG Staff (Friday, June 8, 2018)

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Piedmont Regional CLG Training, Chapel Hill (Friday, May 18, 2018)

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Other (please specify):

own retreat 6/26/18

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

"Green" Preservation Sustainability Issues

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Hazard Mitigation and Planning for Local HPCs

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Flood proofing historic properties

Page 14: Evaluation of HPO Services

Q87 Please rate the following resources offered by our office.

Website	3 - Okay
GIS maps	5 - Extremely valuable
NCPres Listserv	3 - Okay
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)	3 - Okay
Facebook page	3 - Okay
Print materials	3 - Okay

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

Respondent skipped this question

Page 15: Documentation request: New Commissioner Resumes

Q89 Documentation of new commissioner(s) is:

Other (please specify):

E-mailed to Amber Stimpson

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

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

Other (please specify):
E-mailed to Amber Stimpson

Page 17: Documentation request: Optional

Q91 Documentation of other commission/preservation activity is:

Other (please specify):
E-mailed to Amber Stimpson

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

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 welcomed one new member in the attorney role. The Commission has engaged in a months-long process of updating the Local Review Criteria, which will be forwarded for City Council approval in the next calendar year. The Commission has engaged in several in-house trainings including quasijudicial procedure and the NC Rehabilitation Code.

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.)

We affirm.