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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	Senior Planner
Name of Local Government	City and County of Durham
Mailing Address	101 City Hall Plaza, Suite G500
City	Durham
ZIP	27701
Telephone	919-560-4137
E-mail	karla.rosenberg@durhamnc.gov

Q3**The local government**

The commission staff person is employed by:

Q4

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

35

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

No

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

Page 3: Commission Members

Q7

Please provide the following information on your commission chair.

Salutation (Mr., Ms., Mrs., Dr., etc)

Ms.

Name

Katie Hamilton

Date of Term Expiration

9/30/2021

City/Town

Durham

Email Address

khamilton@stewartinc.com

Q8

9

How many voting commission members are there?

Q9

3 years

How long are commissioners' terms?

Q10

Yes, 2 terms

Is there a limit to the number of consecutive terms a member may serve?

Q11

Yes (how many?) or other:

Were there any vacancies on the commission between October 1, 2019 and September 30, 2020?

1

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.

Placed announcements in local media specifically recruiting professional members

,
Other (please specify):
posted on City's website (Boards/Committees/Commissions Vacancies page)

Q13

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

Yes

Q14

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

Respondent skipped this question

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?

3.0

Q19

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

Website,
Printed notice in a specific location,
Mail,
Other (please specify):
sign postings

Q20 Does your commission have an active, maintained website? Yes or Other (please specify and provide links if applicable):
<https://durhamnc.gov/397/Historic-Preservation-Commission-HPC>

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,
Printed materials in a specific location (planning office, library, 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. **Yes**

Page 5: Commission Partnerships

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

Q29

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.

Q30

Yes (please explain how you work together) or Other (please specify):

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.

One of our Commission members is a real estate agent who shares materials (newsletters, etc) with other realtors. Planning staff have requested to add local historic status to MLS listings in the past but were unsuccessful.

Q31

Uncertain

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"?

Page 6: Preservation Planning

Q32

No

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

Q33

Yes

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

Q34

Yes

Are you and/or your commission familiar with the State of North Carolina 2013-2022 State Historic Preservation Plan? https://files.nc.gov/ncdcr/historic-preservation-office/NorthCarolina_2013-2022_HistoricPreservationPlan.pdf

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?

Each HPC member works hard to carry out their duty to protect the city and county's historic resources. The HPC has experienced very little turnover (each member is completing and renewing terms) recently, which has allowed each member to develop greater knowledge and expertise, and improve the efficiency and effectiveness of the HPC in its decision-making. Each member brings complimentary strengths to special projects, such as comprehensive plan development and the annual newsletter. Planning staff ensures that the HPC receives adequate training by providing educational opportunities through "Ten-Minute Topics" and linking them to NCSHPO's trainings, videos, and calendar. Staff has set an objective for the coming year to hold several virtual information sessions to educate local historic property owners about the COA process and agency resources.

Page 7: Annual Reporting

Q36

Yes

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

Q37

Yes

Does your commission share its annual report with the public?

Page 8: Historic Resources

Q38

Yes

Does your commission conduct survey work in the community?

Q39

Yes

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

Q40

Yes,

Is the survey data for your jurisdiction, town, city, county, etc., current and comprehensive? Is updated survey information readily available to the general public?

Please elaborate:

Preservation Durham maintains the OpenDurham website to share photos and data on older structures and neighborhoods. Planning staff survey the local historic districts to update each Preservation Plan's inventories every 10 years or so (all plans are published online).

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	16
National Register Commercial Historic Districts	4
National Historic Landmarks	3
Properties of Statewide Significance	0

Q42

Respondent skipped this question

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

Q43

Other (please specify):
Preservation Durham does this.

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?

Q44

None at the moment

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

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

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.

Q47

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

4

Q48

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

Yes (please provide amount) or other:
\$1,413-\$21,455

Q49

The applicant

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

Q50

How many of the following were designated by the historic preservation commission during the FY 2020 reporting period?

Local Landmarks	2
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?

3360044

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

Yes and Other (please specify):

2

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.

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.

Brodie L. Duke Warehouse decreased its boundary to exclude the surface parking lot, affecting one historic element (gantry) shared with neighboring landmark property. Paschall's Bakery and Studebaker Building (two structures under one designation) were damaged in a gas explosion and subsequently demolished entirely (COA requirement waived), and landmark status repealed.

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	23000
Local Designation Application Fees	3000
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?

Yes: please describe any additional sources of funds:

The HPC has sought grants from local businesses (local credit union) to cover training expenses.

Q60

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

Administrative (printing, etc)	300
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?

Yes,
Please elaborate:
Annual newsletter spotlights successful projects within a district and is distributed to all landmark and district property owners

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

Q66

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

500

Q67

Yes

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

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.)

Prior to hearings becoming remote, staff implemented "Ten-Minute Topics" to cover technical aspects of historic preservation for Commission members and meeting attendees.

Page 12: COA Review and Regulation

Q69

Yes

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

Q70

Yes, separate fees for minor and major work

Do you charge a fee for COA applications?

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

Refer to item 5C at following webpage:

<https://durhamnc.gov/DocumentCenter/View/34642/DSC-Fees-and-Payment-Menu>

Q72

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

Total	93
Approved	91
Approved with conditions	2
Denied	0
Withdrawn/Deferred/Resubmitted	0
Other	0

Q73

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

Total	93
Minor works	71
Major works (includes demolition and new construction)	22
After-the-fact COAs	8

Q74

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

5

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?	5
How many were approved with conditions?	1
How many were withdrawn or deferred?	0
Other.	Please note that all structures were accessory, not primary

Q76

Yes, staff advises

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

Q77

No

Were any COA decisions appealed during the reporting period?

Q78

**Yes or Other (please specify):
Double the application fee**

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

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 don't yet track the number of retroactive COAs (will be able to once we establish a new case tracking system). But we would estimate about 5% of cases are retroactive. As of two years ago, applicants pay double the fee for work already completed or in progress.

Q80

Yes

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

Q81

No

Has your commission or local government ever enforced the demolition by neglect ordinance mentioned in the previous question?

Q82

Yes

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

Page 13: Commission Training

Q83

Yes

Did the commission staff person and at least two commissioners attend a training or participate in the virtual CLG Training Series between the period of October 1, 2019, and September 30, 2020, as required by the CLG program?

Q84

Yes

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

Q85

Please indicate which of the following training opportunities you and/or your commissioners attended during October 1, 2019, to September 30, 2020.

SHPO Summer 2020 Training #1: Architectural History (Virtual Training)

,

SHPO Summer 2020 Training #4: Comprehensive Community Preservation (Virtual Training)

,

SHPO Summer 2020 Training #2: Local Preservation Enabling Legislation (Virtual Training)

,

SHPO Summer 2020 Training #3: African American Heritage Commission (Virtual Training)

,

SHPO Summer 2020 Training #5: Secretary of the Interior's Standards (Virtual Training)

,

SHPO Summer 2020 Training #6: Historic Rehabilitation Tax Credits (Virtual Training)

Q86

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

Archaeology Requirements of HPCs,

"Green" Preservation Sustainability Issues,

Hazard Mitigation and Planning for Local HPCs

Page 14: Evaluation of HPO Services

Q87

Please rate the following resources offered by our office.

Website	5 - Extremely valuable
GIS maps	5 - Extremely valuable
NCPres Listserv	4 - Good to have
Staff consultations (including Restoration Branch, National Register and Survey Branch, and office branches)	5 - Extremely valuable
Training	4 - Good to have
Newsletter (Worth Saving)	4 - Good to have
Facebook page	3 - Okay
Print materials	3 - Okay

Q88

Respondent skipped this question

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

Page 15: Documentation request: New Commissioner Resumes

Q89

Attached

Documentation of new commissioner(s) is:

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

Q90

Other (please specify):

Documentation of resources lost or added to the survey is:

Paschall's Bakery and Studebaker Building report submitted in 2019 at time of gas explosion, although landmark repeal completed in 2020.

Page 17: Documentation request: Optional

Q91

Not attached

Documentation of other commission/preservation activity is:

Q92

Respondent skipped this question

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.)

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's biggest challenge this year was the transition to virtual hearings upon the closing of City Hall as a result of the pandemic. The Planning Department had already set up an entirely online application submittal and payment system that went into effect immediately following the March shut-down. The Commission held two public hearings via Zoom in June and then continued with its normal monthly schedule in the same manner. New protocols were required for presenting virtually, from administering the oath, to managing deliberations and displaying written materials.

A second major event was obtaining governing body approval for the updated Historic Properties Local Review Criteria, with the most significant revisions pertaining to building additions and solar panels. The new criteria more clearly define size limits for additions and also provide for greater flexibility in the installation of solar panels. The final document was published in July.

Page 19: Affirmations

Q94

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.)