

# #51

**COMPLETE**

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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	<b>Karla Rosenberg</b>
Title	<b>Senior Planner</b>
Name of Local Government	<b>City of Durham</b>
Mailing Address	<b>101 City Hall Plaza, Ste G500</b>
City	<b>Durham</b>
ZIP	<b>27701</b>
Telephone	<b>919-560-4173</b>
E-mail	<b>preservation@durhamnc.gov</b>

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## Q3

**The local government**

The commission staff person is employed by:

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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?

32

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**Q5**

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

Assistant director for oversight of applications review; two administrative staff for data-logging, legal notification, clerking, and technological support during meetings; one zoning supervisor posts signs notifying of hearings; assistant city attorney attends HPC meetings and is available for consultation

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**Q6**

**No**

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

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Page 3: Commission Members

**Q7**

Please provide the following information on your commission chair.

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

**Mr.**

Name

**Matthew Bouchard**

Date of Term Expiration

**09/30/2024**

City/Town

**Durham**

Email Address

**MBouchard@poynerspruill.com**

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**Q8**

**9**

How many voting commission members are there?

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**Q9**

**3 years**

How long are commissioners' terms?

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**Q10**

**Yes, 2 terms**

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

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**Q11**

**No**

Were there any vacancies on the commission between October 1, 2020 and September 30, 2021?

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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):  
Mayor-appointed position

**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?

1

**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 morning 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?

4.0

**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 posting

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

**Q21** No  
 Are members of the local preservation commission compensated monetarily for their service?

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

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

**Q24** Website,  
 Printed materials in a specific location (planning office, library, etc)  
 How does the commission provide documents to the public? This includes design guidelines and COA applications.

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

**Q26** No  
 Does your commission schedule its retreat during as a regular meeting?

**Q27** 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

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

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**Q30**

Yes (please explain how you work together) or Other (please specify):  
One of our Commission members is a real estate agent who shares materials (newsletters, etc) with other realtors.

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.

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**Q31**

**Respondent skipped this question**

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"?

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Page 6: Preservation Planning

**Q32**

**No**

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

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**Q33**

**Yes**

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

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**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](https://files.nc.gov/ncdcr/historic-preservation-office/NorthCarolina_2013-2022_HistoricPreservationPlan.pdf)

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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?

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 decision-making and to special projects, such as comprehensive plan development and the annual newsletter. Planning staff ensures that the HPC receives adequate training by linking them to NCSHPO's trainings, videos, and calendar. Staff completed two virtual information sessions this past year 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**

**No**

Has your commission conducted survey work in the community during this reporting year?

**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	<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>16</b>
National Register Commercial Historic Districts	<b>4</b>
National Historic Landmarks	<b>3</b>
Properties of Statewide Significance	<b>0</b>

**Q42**

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

Properties with protective covenants under Preservation Durham: 54

**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 does this.

**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?

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/\$21,455

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**Q49**

**The applicant**

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

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**Q50**

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

Local Landmarks	0
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?

3579953

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**Q53**

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

no

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**Q54**

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>0</b>
NR Commercial Historic Districts	<b>0</b>
NR Historic District Boundary Increases	<b>0</b>

**Q55**

**No**

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.

**Q56**

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.

n/a

Page 10: Commission Funding

**Q57**

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

COA Fees	<b>23000</b>
Local Designation Application Fees	<b>3000</b>
Fines for Violations	<b>0</b>

**Q58**

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

**Q59**

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

0

**Q60**

**No**

Does the preservation commission have any additional sources of funding?

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**Q61**

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

Administrative (printing, etc)

**600**

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Page 11: Commission Education & Outreach Programs

**Q62**

**Yes,**

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?

Please elaborate:

Annual newsletter spotlights successful projects within a district and is distributed to all landmark and district property owners

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**Q63**

**Yes**

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?

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**Q64**

**Yes**

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

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**Q65**

**Yes**

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

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**Q66**

**Print materials,**

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

**Website materials**

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**Q67**

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

0

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**Q68**

**Yes**

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

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**Q69**

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. Last year we implemented "Ask a Planner," a series of virtual meetings with Q&A for anyone interested in learning more about local designations and the COA process. In the coming year, we are looking to create helpful video guides to the COA process for posting on the Planning website.

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Page 12: COA Review and Regulation

**Q70**

**Yes**

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

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**Q71**

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

Do you charge a fee for COA applications?

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**Q72**

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 section 7 at following webpage:

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

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**Q73**

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

Total	<b>99</b>
Approved	<b>82</b>
Approved with conditions	<b>12</b>
Denied	<b>0</b>
Withdrawn/Deferred/Resubmitted	<b>1</b>
Other	<b>4</b>

**Q74**

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

Total	<b>99</b>
Minor works	<b>57</b>
Major works (includes demolition and new construction)	<b>42</b>
After-the-fact COAs	<b>0</b>

**Q75**

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

0

**Q76**

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>6</b>
How many were approved with conditions?	<b>5</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>?</b>
Other.	<b>0</b>

**Q77**

**Yes, staff advises**

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

**Q78**

**No**

Were any COA decisions appealed during the reporting period?

**Q79**

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

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**Q80**

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 three years ago, applicants pay double the fee for work already completed or in progress. We send annual newsletters to all historic property owners to catch new owners and help to familiarize them with the COA process.

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**Q81**

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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**Q82**

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

No

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**Q83**

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

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Yes

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Page 13: Commission Training

**Q84**

Did the commission staff person and at least two commissioners attend training or participate in the virtual CLG Training Series between the period of October 1, 2020, and September 30, 2021, as required by the CLG program?

Yes

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**Q85**

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

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Yes

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**Q86**

Please indicate the following training opportunities you and/or your commissioners participated in during October 1, 2020, to September 30, 2021.

**HPO Summer 2021 Training Series,**

**SHPO Summer 2020 Training Series ,**

Other (please specify):

Annual retreat 9/21/21- Beth King from NCHPO discussed significance of mid-century properties; city attorney's office discussed legal issues and procedures during hearings

**Q87**

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

**Appropriate Preservation Materials and Methods,**

**Hazard Mitigation and Planning for Local HPCs,**

**Public Relations/Education/Outreach aka "Beyond the COA"**

Page 14: Evaluation of HPO Services

**Q88**

Please rate the following resources offered by our office.

Website	<b>5 - Extremely valuable</b>
GIS maps	<b>5 - Extremely valuable</b>
NCPres Listserv	<b>5 - Extremely valuable</b>
Staff consultations (including Restoration Branch, National Register and Survey Branch, and office branches)	<b>5 - Extremely valuable</b>
Training	<b>5 - Extremely valuable</b>
Newsletter (Worth Saving)	<b>Not Applicable</b>

**Q89**

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

Keeping property owners up to date on the latest information regarding the historic rehabilitation tax credit program. Expand training opportunities for local professionals and HPC members.

Page 15: Documentation request: New Commissioner Resumes

**Q90**

**Emailed**

Documentation of new commissioner(s) is:

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

**Q91**

**Emailed**

Documentation of resources lost or added to the survey is:

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Page 17: Documentation request: Optional

**Q92**

**Emailed**

Documentation of other commission/preservation activity is:

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**Q93**

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.)

Several articles published in multiple journals about City of Durham's efforts to find a new developer for the old police headquarters. This building is not a locally designated property but was included in Preservation Durham's 2014 list of Places in Peril. Also, Pinecrest (former Mary Duke Biddle estate) was available for touring in October before it will be split into two private residences in the near future. Multiple articles on gentrification and rising home prices in Durham, inevitably in areas designated historic.

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Page 18: Commission Activity Overview

**Q94**

Please share how the Coronavirus has affected the work of the commission and historic preservation in the community. Also describe any significant challenges, problems, or difficult issues (in addition to Coronavirus) faced by the commission during the reporting period.

Covid-19 led to a pause in COA hearings during the last reporting period as all boards and commissions figured out how to logistically and legally transition to a virtual setting. Since hearings have become virtual, deliberations are noticeably longer but more thorough; member attendance is higher; and members see a higher frequency of projects large in scope/scale.

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**Q95**

**Respondent skipped this question**

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.

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Page 19: Affirmations

**Q96**

**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.)

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