

YOUR COMMUNITY COUNTS!

Every Historic Preservation Commission has a stake in what happens to America's cities, towns and communities. That's why we urge you to complete this important survey being conducted jointly by the National Alliance of Preservation Commissions (NAPC), the National Conference of State Historic Preservation Officers (NCSHPO), and the National Trust for Historic Preservation with special thanks to the National Park Service for their assistance in the distribution of the survey.

Commissions that return completed surveys will receive a complimentary 6-month membership to the NAPC and a copy of *Takings Law in Plain English*, a publication available from the National Trust for Historic Preservation.



NCSHPO

National Conference of State Historic Preservation Officers



Thank you in advance for your participation in this survey; your answers will make a real difference in the efforts to preserve America's historic architectural and cultural resources. When complete, return your survey in the enclosed envelope to:

NAPC
P.O. BOX 1605
ATHENS, GA 30603

Commission Data:		Please print your answers in the space provided.	
Commission name			
Permanent Commission Address			
City	State	Zip	
Telephone number	Fax number		
Staff Contact	E-mail address		
Commission Chair	Telephone number	E-mail address	
US Representative 1 : ___ Democrat ___ Republican		Congressional district	
US Representative 2 (If multiple) : ___ Democrat ___ Republican		Congressional district (If multiple)	
US Senator 1 : ___ Democrat ___ Republican	US Senator 2 : ___ Democrat ___ Republican		

I. Commission Profile:

Please answer the following short answer questions. Your responses will be kept strictly confidential.

1. Your commission's jurisdiction is best described as:

- 157 Less than city-wide
380 City
59 Township
86 County/parish
67 Municipality
23 Unified government (both city and county)
4 Regional
7 Other general purpose political subdivision

2. Please indicate the population of the community in which your commission operates.

- 137 0 - 4,999 106 50,000 - 99,999
116 5,000 - 9,999 62 100,000 - 249,999
282 10,000 - 49,999 55 250,000 - 999,999
11 Over 1 million

3. How many commission members does your ordinance stipulate?

4. How many are on your commission presently?

5. Is your commission?

- 9 Elected
741 Appointed By whom? (i.e. Mayor, City Council)

6. How long are your commissioner appointments/terms?

- 25 1 year 437 3 years
98 2 years 133 4 years

Other: _____

7. Are vacant commissioner positions easily filled?

- 527 Yes
224 No Why? _____

8. Does your preservation ordinance require any members to own or live in locally designated property in order to serve on the commission?

- (a) Own: 108 Yes 579 No
(b) Live in: 217 Yes 500 No

9. Can commission members reside outside your political jurisdiction (i.e. city limits)?

- 238 Yes
494 No

10. Which areas of professional expertise do current members of your commission represent? (Check all that apply)

- 110 Landscape Architect 146 Planner
79 Archeologist 507 Historian
230 Architectural Historian 245 Realtor
468 Business owner 213 Attorney

Other: _____

11. How often does your commission meet?

- 1 Weekly 73 Biweekly (every 2 weeks)
519 Monthly 38 Bimonthly (every 2 months)
64 Quarterly
81 Other: _____

When do you meet? _____ (time a.m./p.m.)

12. Generally, how long are your commission meetings?

_____ (hours)

Your shortest meeting? _____ (hours)

Your longest meeting? _____ (hours)

13. Has your commission adopted rules of procedures?

591 Yes

146 No

II. Your Preservation Ordinance and Local Designated Properties:

14. Is your community a "Certified Local Government" (CLG)?

516 Yes **Date of certification?** _____
172 No
47 Don't know

15. When was the first preservation ordinance enacted in your community?

8 Less than 1 year ago 173 6-10 years ago
133 1-5 years ago 417 11 + years ago

Month/Year: _____

16. Has your ordinance been modified since it was first enacted?

439 Yes **When?** _____
273 No

17. Has your ordinance or any decision under your ordinance been challenged in court?

138 Yes **Outcome?**
75 Commission won
36 Commission lost
24 Settled out of court
585 No

18. Is there a historic resource survey and/or inventory for properties in your community?

657 Yes
78 No

19. Does your community have a historic preservation plan?

103 Yes, it's a separate planning document.
303 Yes, it's an element of our comprehensive or master plan.
298 No
97 Other: _____

20. Does your historic preservation ordinance give the commission the authority to: (Check all that apply)

241 Designate property
530 Recommend designation to governing body (i.e. City Council, County Commission)
59 Commission has no role in property designation
91 Not applicable - this community does not designate property

21. Is owner consent for designation required in your ordinance?

172 Yes
308 No
182 No, but we only designate if owners agree

22. Under your preservation ordinance(s) which of the following can be LOCALLY designated?

561 Individual Properties/Landmarks
599 Historic Districts (Multiple Properties)
362 Archaeological Sites
362 Objects (i.e. bridges, dams, earthworks)
223 Cultural Landscapes
185 Open Space/Vacant Land
7 Interiors
__ Other: _____

23. Has your commission faced opposition to local designation?

(a) During designation: 353 Yes 285 No
(b) After designation: 197 Yes 347 No

24. Has your commission faced attempts to de-designate (or appeal) individually designated property or property in a historic district?

(a) Individual property: 112 Yes 519 No
(b) Property in a historic district: 109 Yes 513 No

25. Does your ordinance specify criteria and/or procedures to revoke designation?

224 Yes 447 No

26. While properties are being considered for designation, is there interim protection (i.e. so the owners will not demolish a property being considered for designation)?

238 Yes 409 No

27. Who may initiate applications for historic designation(s)? (Check all that apply)

578 Commission members
412 Governmental staff
591 Property owner(s)
413 Local preservation group(s)
311 Private consultant(s)
371 Neighborhood organization(s)
__ Other: _____

II. Your Preservation Ordinance and Local Designated Properties, continued:

28. List or attach the following information per the examples: (1) name of your historic district(s), (2) when it was listed on the National Register, (3) when or if it was locally designated, (4) if its boundaries are same, smaller or larger than those in the National Register, (5) the numbers of properties in the district, (6) the approximate ratio of contributing and non-contributing properties, (7) the character of the district (residential, commercial, mixed use, archaeological, other, i.e. bridge, canal, monument, etc.), and (8) if it has its own published design guidelines.

1 Name of District	2 Listed on National Register	3 Locally Designated	4 Boundaries Same/Smaller Larger	5 Number of Properties	6 % Contb % Non-Contb	7 Character of District Res/Comm/Industrial Mixed Use/Arch/Other/	8 Published Design Guidelines
Example 1:							
Example 2:							

29. How many individual (landmark) properties have been designated in your community?

30. Approximately how many individually designated or potentially National Register eligible properties exist in your commission's jurisdiction?

31. Of these, how many individual properties are threatened with loss of historic integrity or demolition?

32. Of the properties threatened in the past year, how many would you say are no longer threatened or their integrity was preserved because of the work of your commission?

33. Does your commission use a ranking system to differentiate levels of significance of locally designated historic properties (i.e. Contributing and Non Contributing)?
290 Yes
415 No

34. Overall, do you feel that your preservation ordinance is adequately enforced?
472 Yes
193 No
35. Who prepares local designation forms or reports for properties? (Check all that apply)
242 Commission members
347 Governmental staff
214 Property owner(s)
121 Local preservation group(s)
231 Private consultant(s)
71 Neighborhood organization(s)
86 We don't require designation reports
__ Other: _____
36. Do your commission members or other local government staff prepare National Register nominations?
299 Yes
421 No
37. Does your commission provide assistance to individual citizens or consultants to prepare National Register nominations?
486 Yes
230 No

Is there a fee for a property or a district to be nominated for LOCAL designation?

51 Yes How much? \$ _____
639 No

208 Yes, we have general standards that apply to all designated properties.

112 No, we have no design review authority

III. Design Review and Guidelines:

38. If your commission has design review authority, is that review binding or advisory?

423 Yes, our commission has binding review authority.

213 Yes, our commission has advisory (non-binding) authority.

13 No, our decisions are incentive-related (i.e. approval for funding, special use).

105 No, our commission has no design review authority.

39. Does your commission have authority over actions affecting: (Check all that apply)

358 Building exterior ONLY

436 Building exterior and its setting

182 Only facades visible from a public way

60 Building interior

218 Archeological sites

74 Viewsheds/Vistas

131 Open space, parkland

35 Agricultural land

185 Roadways, sidewalks

193 Street furniture

364 Fences

251 Landscape

__ Signage (Check all that apply)

__ Advertising 458 on site 189 off premises

172 Directional/Public

__ Other: _____

40. What types of actions trigger commission review? (Check all that apply)

577 Building permits

227 In-kind replacement

578 Demolitions

541 Additions

121 Ground disturbances

71 Ordinary maintenance

201 Change in paint color

503 New construction

__ Other: _____

41. Does your preservation ordinance include "standards of review" or "design guidelines" for consideration of changes?

383 Yes, we use *The Secretary of the Interior's Standards and Guidelines*.

160 Yes, our standards and design guidelines are tailor-made to fit our designated properties.

42. Does your community also follow "design guidelines" in addition to the law itself?

212 Yes, these guidelines are also included in our ordinance.

251 Yes, these guidelines are not in our ordinance, but have been adopted by the commission.

172 No, we have no design guidelines.

87 No, we do not have design review authority.

43. Who developed your design guidelines?

112 Citizens

137 Private Consultant

Name: _____

284 Commission Members

230 Commission Staff

__ Other: _____

44. Does your commission have a role in other actions affecting historic properties? If so, what types of actions: (Check all that apply)

252 Site plan review

99 Building codes

123 Subdivision review

208 Comprehensive planning

185 Zoning

104 ADA Compliance

__ Capital Improvements 41 State 114 Local

285 Does not apply

45. If your commission has authority over demolitions of designated properties, may your commission:

351 Deny demolition

272 Delay demolition for a period of time

(specify length of delay)

__ Other: _____

46. Is your commission contacted or consulted in state and federal environmental review processes (i.e. Section 106, Section 4f, or NEPA reviews)?

95 Always

86 Rarely

70 Often

213 Never

103 Sometimes

134 Don't know

If so 110 prior to review 17 after the review

47. Approximately how many CoAs did your commission review last year?

48. Of these, how many were approved?

49. Do you charge a fee to apply for a CoA?

- 94 Yes How much? \$ _____
496 No
104 Not applicable

IV. Appeals, Penalties, Fines and Special Issues:

50. What body hears appeals of commission decisions?

- 383 City/County Council
7 City/County Manager
41 Planning Department
186 Other city/county body
69 None, commission has final authority

51. Has your commission, through court action, ever levied a fine or penalty for specific violations?

- 95 Yes
606 No

52. Does the commission have the authority to require or recommend that the alterations/additions made in violation of your ordinance be torn down and/or rebuilt?

- 436 Yes
244 No

53. Overall, do you think your penalties/fines have been effective in discouraging violations?

- 204 Yes, they are effective
136 No, they are not effective
262 No, we do not have authority to impose penalties/fines

54. Does your commission have authority to prevent "demolition by neglect" or require minimum maintenance?

- 239 Yes
472 No
104 Not applicable to our community

55. If yes, how are instances of demolition by neglect addressed?

- 142 Refer to other local agency
To Whom? _____
128 Issue notice of violation
48 Make necessary repairs and impose lien on property
___ Other: _____

56. If yes, has your commission ever sought to prevent a situation of demolition by neglect?

- 86 Yes, and it was successful

49 Yes, but it was unsuccessful

244 No

57. Does the commission staff have authority to issue "stop work" or "cease and desist" orders?

- 318 Yes
380 No

58. Does your commission review "economic hardship" claims?

- 321 Yes
372 No
71 Not familiar with this term

59. If so, have specific written criteria for economic hardship been adopted?

- 147 Yes
332 No
59 Need more information

60. When are economic hardship claims considered?

- 100 In considering applications for designation
213 Upon denial of CoA

61. Does your ordinance establish separate procedures/standards for actions affecting archeological/cultural sites?

- 57 Yes
613 No

62. Has your preservation commission been involved in site decisions for the construction of telecommunication towers?

- 96 Yes
610 No

V. Staff:

63. Where is your commission/staff housed (i.e. City Hall, Planning Office, Building Inspector's Office, etc.)

64. Has your community received CLG grants?

- 417 Yes 240 No 58 Don't know

65. What is the size of your commission's budget?

- | | |
|-----------------------|------------------------|
| 203 0 - \$499 | 51 \$10,000 - \$24,999 |
| 119 \$500 - \$999 | 16 \$25,000 - \$49,999 |
| 145 \$1,000 - \$4,999 | 38 over \$50,000 |
| 63 \$5,000 - \$9,999 | 163 No separate budget |

66. What sources of funding support the work/projects of the commission?

- 198 State funding
615 Local government funding
82 Fundraising
145 Other: _____

67. Does your commission receive staff support? (Check all that apply)

Yes, professional **381** Part 190 Full-time
218 Historic Preservation Professional
331 Planning Professional
 Other: _____

Yes, clerical staff **381** Part 190 Full-time
191 Volunteers
94 Interns
67 No
 Other: _____

68. Is staffing for the commission adequate to properly execute its duties and responsibilities?

476 Yes
243 No

69. What types of software do you use regularly? (Check all that apply)

263 Internet Browser (*Netscape, AOL, Explorer*)
47 Survey Program provided by SHPO or other source
154 Database Managers (*File Maker Pro, Access*)
228 Spread Sheet Programs (*Excel*)
564 Word Processor (*MS Word, Word Perfect*)
211 Mapping Applications (*ArcView, GIS applications*)
121 Desktop Publishing (*Quark, Page Maker*)

70. Does your commission receive assistance (including technical assistance, information, or direct action) from: (Check all that apply)

330 Local non-profit organizations
127 Local Main Street program
173 Local preservation planner
618 State Historic Preservation Office
86 Other State Agency
229 Statewide non-profit preservation organizations
119 University
138 Other local preservation commissions
323 National Trust for Historic Preservation
166 National Alliance of Preservation Commissions
180 National Park Service
121 American Planning Association
45 American Institute of Architects
54 None
 Other: _____

71. What type of training is available to commission members? (Check all that apply)

325 Individual commission workshops
324 Written training material
540 Regional or statewide commission workshops
416 Local, regional, or statewide preservation conferences (not geared specifically toward preservation commissions)

59 None
26 Don't know
 Other: _____

72. In what subject(s) would your commission and its staff like to receive training, technical assistance, or guidance? (i.e. ADA, Building Codes, Design Review, Preservation Law)

73. How often did your commission receive preservation-related training last year?

261 1 time **12** 4 times
151 2 times **10** More than 5 times
55 3 times **228** Never

74. What percent of your commission attended training sessions last year?

75. In addition to state and federal programs, what local incentives does your community provide for historic preservation? (Check all that apply)

111 Property tax credit
91 Property tax freeze
25 Transfer of Development Rights (TDR's)
116 Loan programs
118 Grant programs
205 Design assistance
64 Flexible zoning
114 Compliance alternatives (relaxed building codes)
284 None
21 Don't know
 Other: _____

76. Is there a local non-profit preservation organization in your community?

499 Yes **How Many?** _____
238 No

If so, how would you characterize your working relationship with this/these group(s)?

279 Cooperative **4** Un-cooperative
198 Supportive **72** Very supportive
22 None **12** Don't know
67 It depends on the issue

77. What is the name of your statewide non-profit preservation group?

If so, how would you characterize your working relationship with this/these group(s)?

275 Cooperative **1** Un-cooperative
241 Supportive **66** Very supportive
57 None **37** Don't know

38 It depends on the issue

78. Does your commission stress diversity in its educational mission? (i.e. target identity groups, persons with disabilities, minorities, etc.)

- 273 Yes
- 395 No

79. How would you describe your chief elected official's attitude toward preservation?

- 96 Sympathetic
- 19 Opposed
- 386 Supportive
- 109 Ambivalent
- 133 Very supportive
- 31 Unaware
- 204 It depends on the issue

80. What type(s) of community education efforts has your commission undertaken? (Check all that apply)

- 265 Joint education with local non-profit preservation group/historical society
- 404 Newspaper/magazine articles
- 394 Informational brochure
- 100 Radio or TV
- 344 Walking or driving tours
- 98 Videos
- 308 Presentations to government, civic clubs, and other organizations

330 Signs and/or plaques

221 Award programs

123 Heritage education programs for children

147 Information booths at public events

99 Internet Web Pages

470 Help or guidance to historic property owners

285 Published design guidelines available to the community

Other: _____

22 None: non-profit coordinates local preservation education

67 None

81. What subjects would you most like to see covered in the upcoming issues of the NAPC's newsletter, *The Alliance Review*?

82. Person completing this survey:

_____ (name)

_____ (title) _____ (date)

THANK YOU FOR YOUR TIME !!!

Please return your survey to the NAPC in the enclosed envelope. If you have additional questions or comments you can contact the NAPC at 706/542-4731. Or you can e-mail us at NAPC@sed.uga.edu. Results of this survey will be compiled and posted on the National Park Service Web Page at <http://www2.cr.nps.gov/ppb/clg/USPCIP>. Be sure to check it out!