



North Carolina Department of Cultural Resources
State Historic Preservation Office

Claudia R. Brown, Acting Administrator

Beverly Eaves Perdue, Governor
Linda A. Carlisle, Secretary
Jeffrey J. Crow, Deputy Secretary

Office of Archives and History
Division of Historical Resources
David Brook, Director

Certified Local Government Program 2011 ANNUAL REPORTING

Thank you for your valuable participation in the Certified Local Government (CLG) Program. It is once again time for North Carolina's CLGs to submit an annual report of their preservation commission's activities for the period **July 1, 2010 to June 30, 2011**. This required report enables the State Historic Preservation Office to determine whether or not your local government continues to meet the minimum requirements for certification under the National Park Service's CLG Program and the *Guidelines for North Carolina's Certified Local Governments*. Certification is required to be eligible for grant funds.

All necessary forms are enclosed:

- Annual Report for FY 2011
- Resume Form for Newly Appointed Commission Members
- Inventory Update Form for Resource Added
- Inventory Update Form for Resource Destroyed or Relocated

We are looking for essentially the same information as on previous years' reports, **but please note that the format has changed**. Starting this year, it is possible (and preferred) for you to submit your report electronically. It is not necessary to submit paper copies. Type your answers directly into the PDF file, print, sign, scan, and e-mail (we still need to see the signatures). If you are not able to submit your report electronically, you may fill the form out by hand (please print) and mail ONE copy as long as we receive it by the deadline. We no longer provide copies in Microsoft Word format.

Your timely submission of a complete report and a favorable evaluation are required for continued certification and grant eligibility. Unless you make other arrangements with us in advance, all reports must be received by October 1, 2011. If we have not received your report by that date, we will assume your local government no longer wishes to participate in the CLG Program and will recommend decertification to the Park Service. Incomplete reports will be considered as failure to report. For mailings and any questions about reporting, please contact

Rob Crawford, Preservation Commissions Coordinator
North Carolina State Historic Preservation Office
4617 Mail Service Center
Raleigh, N.C. 27699-4617
(919) 807-6580
rob.crawford@ncdcr.gov



CERTIFIED LOCAL GOVERNMENT
ANNUAL REPORT FY 2011
 JULY 1, 2010 – JUNE 30, 2011

- (1) Please complete these forms by typing your answers into the spaces provided. The report must be signed, but it is not necessary to mail paper copies.
 - (2) Print, sign, scan, and e-mail the completed report in PDF format to rob.crawford@ncdcr.gov.
 - (3) Alternatively, you may fill it out by hand (printed or typed only) and mail one original to Rob Crawford, Preservation Commissions Coordinator, North Carolina Historic Preservation Office, 4617 Mail Service Center, Raleigh, N.C., 27699-4617.
 - (4) All reports must be received by October 1, 2011.
 - (5) If you have any questions about completing the report, please contact Rob at (919) 807-6580.
-

1. **Certified Local Government Name:** _____
 (e.g., *Town of Mayberry*)

2. **Name of Preservation Commission:** _____

3. **Designated Staff Contact.** Certified local governments are required to designate one paid member of the local government staff, or a person working under contract, to serve as the individual responsible for the operations of the preservation commission.

Name: _____ Title: _____

Mailing Address: _____

City: _____ ZIP: _____

Telephone: _____ Fax: _____

E-mail: _____

4. **Vacancies.**
- a. Number of commission seats vacated between July 1, 2010 and June 30, 2011: _____
 - b. All vacancies were filled within sixty (60) calendar days in accordance with federal and state requirements
 - yes
 - no (PLEASE EXPLAIN:)

5. **Appointment of Professionals.** A majority of the members of any preservation commission must have a demonstrated special interest, experience, or education in history, architecture, archaeology, or related fields such as architectural history or archaeology (N.C.G.S. §160A-400.7). In addition, certified local governments are required to make a good faith effort to appoint professionals from these disciplines. Indicate below the methods your local government used during FY 2011 to seek the services of professionals by checking all that apply and attaching copies of correspondence or documents (see **Item 13**, below).

- Directly contacted professionals known to reside within the CLG's jurisdiction
 - Contacted area educational institutions, professional organizations, and local historical societies or preservation associations for suggestions of potential members
 - Placed announcements in media specifically recruiting professional members
 - Made other efforts (DESCRIBE BRIEFLY:)
-

6. **Training.**

- a. CLG staff and at least 2 commissioners must attend at least 1 approved training and education session each year. Satisfactory attendance is required for continued participation in the Certified Local Government Program. Please name the training events attended between July 1, 2010 and June 30, 2011, and give the names of those who attended:

Training event: _____

Location: _____ Date: _____

Name of staff who attended: _____

Names of commissioners who attended: _____

Training event: _____

Location: _____ Date: _____

Name of staff who attended: _____

Names of commissioners who attended: _____

Training event: _____

Location: _____ Date: _____

Name of staff who attended: _____

Names of commissioners who attended: _____

- b. To help us provide useful and efficient commission training, please tell us which three training topics are most needed by members of the commission:

- | | |
|--|--|
| <input type="checkbox"/> Appropriate Materials and Methods | <input type="checkbox"/> Commission's Archaeological Responsibilities |
| <input type="checkbox"/> Developing good Design Guidelines | <input type="checkbox"/> Quasi-judicial Procedures/Obligations |
| <input type="checkbox"/> Examples, Models, and Success Stories | <input type="checkbox"/> Grant process/How to Apply for Grants |
| <input type="checkbox"/> Basic Principles of Preservation | <input type="checkbox"/> How to Identify/Designate Landmarks/Districts |
| <input type="checkbox"/> Public Relations/Education/Outreach | <input type="checkbox"/> Tax Credits |
| <input type="checkbox"/> Codes/N.C. "Rehab" Code | <input type="checkbox"/> "Green" issues and Preservation |
| <input type="checkbox"/> Other (PLEASE SPECIFY:) _____ | |

- c. Please suggest any training topics you think would be most useful for staff:
- _____

- d. Would a training event held specifically for staff from across the state (e.g., "staff retreat") be useful to you?
- yes no

7. **Certificates of Appropriateness.** Please give the number of applications

- Denied _____
- Withdrawn/Deferred/Resubmitted _____
- Approved by staff as Minor Work _____
- Approved by a Minor Works Subcommittee (IF APPLICABLE) _____
- Approved by the full commission (Major Work)..... _____
- Total number of applications acted on between July 1, 2010 and June 30, 2011* _____

NOTE: "Minor Work" should be defined in your guidelines as work which is frequently or typically proposed by property owners and which does not involve a substantial change in appearance, such as the installation of a fence. Some projects, such as additions, decks, garages, and the like, inherently involve a substantial change in material, texture, color, or appearance and thus cannot be considered minor works.

To approve a project as minor, it must exactly meet specific criteria set forth in the guidelines. In other words, a fence may be approved as minor only if the plans for it will be lifted from examples provided in the guidelines. Please contact the State Historic Preservation Office with any questions you may have regarding minor work.

8. **Fees.** Do you charge a fee for COA applications?

- no yes (AMOUNT(S):) _____

9. **Appeals.** Were any commission decisions appealed to the Board of Adjustment between July 1, 2010 and June 30, 2011? **If yes**, please attach a brief description of the circumstances of the appeal and its outcome, including any subsequent appeals to Superior Court (see **Item 13**, below).

- no yes

10. **Demolition.**

- a. Has your local government adopted an ordinance prohibiting demolition through neglect or incorporated such language into its local preservation ordinance?
 no yes
- b. Does your local government have special legislation restricting demolition of historic properties beyond the prescriptions of N.C.G.S. §160A-400.14?
 no yes

11. **Public Participation.** Describe the ways the commission provided for public participation in the preservation program during FY 2011, especially with regard to regular meetings, hearings, commenting on National Register nominations, and other opportunities for public participation.

12. **Commission Highlights and Issues.** Summarize the commission's accomplishments, successes, and major activities during FY 2011, including grant projects, educational activities, and innovative collaborations. Also, describe any major problems or difficult issues faced by the commission during the reporting period.

13. **Attachments.** Please include the following documentation with your report:

- A list of current commission members, providing the dates of their terms and identifying officers.
- A resume for each member newly appointed in FY 2011. *Use the included form and duplicate as necessary.* A resume is not necessary for reappointed members. Resumes should provide enough information to show that members are competent and have a demonstrated interest in or know-ledge of historic preservation, as well as whether they are professionals as described in **Item 5**.
- A list of all landmarks and districts locally designated during FY 2011. Provide maps of districts.
- A list of all locally designated landmarks and districts which had their boundaries changed during FY 2011. Provide maps showing boundary changes.
- A list of all properties and districts within the local government's jurisdiction which were nominated for the National Register.
- An inventory update for each resource added to your existing historic resources survey. *Use the included form and duplicate as necessary.*
- An inventory update for each resource destroyed OR RELOCATED. *Use the included form and duplicate as necessary.*
- A brief description of the circumstances of all appeals and their outcomes, including any subsequent appeals to Superior Court (**Item 9**).
- Copies of correspondence or other material that documents the commission's good faith effort to appoint professionals.
- Copies of newsletters, brochures, newspaper articles, or other public informational or educational material produced during the reporting period.

14. Affirmations.

We affirm that, to the best of our knowledge, the certified local government continues to maintain all standards for certification and continues to operate according to the requirements for certification as set forth 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 competent and a majority of them have demonstrated an interest in or knowledge of historic preservation. We further 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 other related discipline, and have attached written documentation of such effort. Finally, we affirm that all members (PLEASE CHECK ONE BOX)

reside within the territorial jurisdiction of the certified local government.

OR

meet the residency requirements as defined in the CLG's preservation ordinance [FOR JOINT CITY AND COUNTY PRESERVATION COMMISSIONS ONLY].

_____	_____
CLG designated staff (<i>sign</i>)	date

CLG designated staff (<i>print</i>)	
_____	_____
chair of preservation commission (<i>sign</i>)	date

chair of preservation commission (<i>print</i>)	
_____	_____
chief local elected official (<i>sign</i>)	date

chief local elected official (<i>print</i>)	



Resume Form for
NEW COMMISSION MEMBER
Appointed During FY 2011

Complete this section if you had new members appointed during the reporting period. Duplicate this page as necessary and complete one form for each new member. A resume is not necessary for reappointed members.

1. **Name of Preservation Commission:** _____

2. **Name of New Member:** _____

Mailing Address: _____

City: _____ ZIP: _____

Telephone: _____ Fax: _____

E-mail: _____

3. **Date Appointed:** ____ / ____ / ____

4. **Commission Officer?** no yes (PLEASE SPECIFY:) _____

5. **Member Resides** (CHECK ONE)

Within city or town corporate limits

Within city or town extraterritorial jurisdiction (ETJ)

In unincorporated county territory

6. **Personal, professional, and organizational activities related to historic preservation.**

These may include restoring or rehabilitating an older house or place of business; involvement in community preservation organizations, historical societies, or other groups working to promote historic preservation; involvement in historic preservation as a professional architect, historian, architectural historian, archaeologist, landscape architect, planner, anthropologist, curator, conservationist, or folklorist; or other activities that are related to preservation.

7. **Education.**

Provide details of education (*especially* if member has a degree in a preservation-related field such as those mentioned in Item 6, above), skills, training, or experience that are advantageous to the member's work on the preservation commission.

8. **Training.** Which three training topics would be most useful to this member?

- | | |
|--|--|
| <input type="checkbox"/> Appropriate Materials and Methods | <input type="checkbox"/> Commission's Archaeological Responsibilities |
| <input type="checkbox"/> Developing good Design Guidelines | <input type="checkbox"/> Quasi-judicial Procedures/Obligations |
| <input type="checkbox"/> Examples, Models, and Success Stories | <input type="checkbox"/> Grant process/How to Apply for Grants |
| <input type="checkbox"/> Basic Principles of Preservation | <input type="checkbox"/> How to Identify/Designate Landmarks/Districts |
| <input type="checkbox"/> Public Relations/Education/Outreach | <input type="checkbox"/> Tax Credits |
| <input type="checkbox"/> Codes/N.C. "Rehab" Code | <input type="checkbox"/> "Green" issues and Preservation |
| <input type="checkbox"/> Other (PLEASE SPECIFY:) _____ | |
-



Inventory Update Form for
RESOURCE ADDED
 to Existing Historic Resources Survey

Federal and State regulations require that Certified Local Governments update their surveys of historic resources by adding properties whose existence or significance was previously overlooked or unknown and by noting those properties which have been destroyed. The purpose of this form is to provide basic information about resources which are being added to the existing inventory. This information is to be provided by the local preservation commission and forwarded to the North Carolina Historic Preservation Office for incorporation into the statewide inventory of historic buildings and archaeological resources. Certified Local Governments may submit the update forms throughout the year, but are required to submit them along with their annual CLG Report at the end of the fiscal year (July 1 to June 30) if they added any properties during the reporting period. **Please note** that, in communities or counties where a systematic inventory is under way, this form is not required. It is strictly for use after an inventory has been completed or where no systematic inventory has as yet taken place. You are encouraged to consult with the Survey and Planning Branch of the State Historic Preservation Office and/or the Office of State Archaeology when you identify structures or archaeological sites which need to be added to the inventory.

1. **Name of Preservation Commission:** _____

2. **Historic Name of Property:** _____
 (USE CURRENT NAME IF HISTORIC NAME UNKNOWN)

3. **Location.** Number: _____ Street/Route/SR: _____
 Town or Vicinity: _____ County: _____

4. **Legal Owner.** Name: _____
 Mailing Address: _____
 City: _____ ZIP: _____
 Telephone: _____ Fax: _____
 E-mail: _____

5. **General Data.** Date(s) of building(s): _____
 Outbuildings Present no yes (HOW MANY?) _____ Approximate Total Acreage: _____
 Architect or Builder (if known): _____
 Other Skilled Craftsmen (if known): _____
 (E.G., CARPENTER, MASON, ETC.)

Original Use: _____

Present Use: _____

6. **General Architectural Description.** Describe architectural features, additions, remodelings, and any alterations not apparent in photographs. Attach an additional sheet if necessary.

Inventory Update Form for RESOURCE ADDED to Existing Historic Resources Survey

7. **History.** Briefly note any significant events, people, and/or families associated with the property. Detailed genealogies are *NOT* necessary. Please list any sources of information. Attach an additional sheet if necessary.

8. **Archaeological resources are present or may be present.** no yes
IF THE SITE CONTAINS KNOWN ARCHAEOLOGICAL FEATURES, OR IF YOU HAVE REASON TO BELIEVE THEY MAY BE PRESENT, CONTACT DOLORES HALL AT THE OFFICE OF STATE ARCHAEOLOGY REGARDING THEIR DOCUMENTATION AND PROTECTION.

Dolores A. Hall, Deputy State Archaeologist
4619 Mail Service Center
Raleigh, NC 27699-4619
(919) 807-6553 (919) 715-2671 fax
dolores.hall@ncdcr.gov

9. **Photographs.** Provide at least two current black and white photographs of the property. Interior photos are also helpful. Photos should be 4 x 6 inches in size and between 200 and 400 pixels per inch (ppi).

10. **Map and Site Plan.** Include a map showing the location of the property as well as a general site plan noting any outbuildings and showing the general distribution of features. A sketch map is acceptable, but please note the street and/or route numbers. Include a "north" arrow.

11. **Contact Person** if different from Owner (above).

Name: _____

Mailing Address: _____

City: _____ ZIP: _____

Telephone: _____ Fax: _____

E-mail: _____

CLG designated staff (*sign*)

date



Inventory Update Form for
DESTROYED OR RELOCATED
 Architectural and Archaeological Resources

Federal and State regulations require that Certified Local Governments update their surveys of historic resources by adding properties whose existence or significance was previously overlooked or unknown and by noting those properties which have been destroyed. The purpose of this form is to provide basic information about resources which have been **destroyed or relocated**. This information is to be provided by the local preservation commission and forwarded to the North Carolina Historic Preservation Office for incorporation into the statewide inventory of historic buildings and archaeological resources. Certified Local Governments may submit the update forms throughout the year, but are required to submit them along with their annual CLG Report at the end of the fiscal year (July 1 to June 30) if they added any properties during the reporting period.

1. **Name of Preservation Commission:** _____

2. **Historic Name of Property:** _____
 (USE CURRENT NAME IF HISTORIC NAME UNKNOWN)

3. **Location.** Number: _____ Street/Route/SR: _____
 Town or Vicinity: _____ County: _____

4. **Was the Property** (CHECK ALL THAT APPLY)

- | | |
|--|--|
| <input type="checkbox"/> Listed individually in the National Register | <input type="checkbox"/> Part of a National Register historic district |
| <input type="checkbox"/> Locally designated as a historic landmark | <input type="checkbox"/> Within a locally designated historic district |
| <input type="checkbox"/> Neither listed nor designated, but recorded during an inventory of historic resources | <input type="checkbox"/> Under consideration for designation or inclusion in a local historic district |

5. **Means of Destruction.**

- Neglect/deterioration
- Fire
- Vandalism
- Demolition by private owner
 - with COA (COA DATE: _____ / _____ / _____)
 - without COA
 - COA not required
- Demolition by federal, state, or local government
- Moved
 - inside CLG jurisdiction
 - outside CLG jurisdiction
- Other (PLEASE SPECIFY:) _____

6. **Date of Destruction or Relocation:** _____ / _____
 (MO) (YR)

7. **Commission Action.**

- The commission was aware that the property was threatened prior to its destruction or move (ANSWER QUESTION 8)
- The commission was not aware that the property was threatened prior to its destruction or move (ANSWER QUESTION 9)

Inventory Update Form for DESTROYED Architectural and Archaeological Resources

8. **Briefly explain any measures the commission took to prevent the property from being destroyed.**

9. **Please explain why the commission took no measures to prevent the destruction of the property.**

CLG designated staff (*sign*)

date

Filename: CLG Annual Report FY_2011_Arial.DOC
Directory: L:\SharedFiles\LPittman
Template: C:\Documents and Settings\lpittman\Application
Data\Microsoft\Templates\Normal.dot
Title: May 4, 2006
Subject:
Author: Nelms
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Comments:
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