

CITY OF MASON

201 West Ash St.
Mason, MI 48854-0370

City Hall 517-876-9155
Fax 517-576-1330

Historic District Commission Meeting – 2nd Floor Training Room Monday, January 24, 2011

7:00 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes – Meeting of November 22, 2010
4. Unfinished Business
5. Election of Chair and Vice-Chair
6. People from the Floor
7. Announcements
8. Introductions
9. Presentations
10. Regular Business
 - A. Inventory of Historic Places – Report on Final Database
 - B. Motion – 350 S. Jefferson St (Daily Scoop) – Sign
 - C. Discussion – Historic District Commission Goals for 2011
11. Unfinished Business
12. New Business
13. Correspondence
 - National Alliance of Preservation Commissions (NAPC), September 2010
14. Liaison Reports
15. Administrator's Report
 - The Way We Worked Traveling Exhibit Grant Application – Michigan Humanities Council
16. Adjournment

**CITY OF MASON
HISTORIC DISTRICT COMMISSION MEETING
MINUTES OF NOVEMBER 22, 2010**

Shattuck called the meeting to order at 7:07 p.m. in the 2nd Floor Training Room at 201 W. Ash Street, Mason, Michigan.

Commissioners Present: Brown, Cummings, Hyndman, Waltz
Commissioner(s) Absent: Schulien, Shattuck, Mulvany
Also present: David E. Haywood, Zoning & Development Director

APPROVAL OF MINUTES October 25, 2010

The Meeting Minutes of October 25, 2010 were approved as corrected.

PEOPLE FROM THE FLOOR

None.

ANNOUNCEMENTS

None.

INTRODUCTIONS

None.

PRESENTATIONS

None.

REGULAR BUSINESS

158 West Maple Street – Façade

Motion by Hyndman, second by Brown,

To approve the façade renovation proposal for 158 W. Maple Street as submitted by LJ Trumble Builders based on the application received on November 18, 2010, on the basis that it is consistent with the standards listed in Section 31-5(e).

Leo Trumble, LJ Trumble Builders, 708 E. Grand River, Lansing, stated that due to structural issues and missing brick in the façade, they are now changing the design of the façade by eliminating the two canopies and will be installing a linear sign board, external sign lighting and cornice above the store front windows, all other elements of the façade proposal previously approved will stay the same.

Motion by Waltz, second by Brown,

To amend the motion to add the condition that style of sign and lighting presented before January 2011 be left to the discretion of the Zoning Administrator.

MOTION APPROVED UNANIMOUSLY

Vote on the main Motion:

MOTION APPROVED UNANIMOUSLY

428 S. Jefferson Street – Sign

Motion by Hyndman, second by Brown,
To approve the sign proposal for 428 S. Jefferson Street as submitted by Margaret Ross based on the application received on November 10, 2010, on the basis that it is consistent with the standards listed in Section 31-5(e).

Commissioners discussed briefly if the proposed signage met the sign ordinance standards. Haywood reported that the sign facing the alley was consistent with the sign ordinance standards and the sign facing the parking lot was a legal non-conforming sign.

MOTION APPROVED UNANIMOUSLY

Inventory of Historic Places

Haywood reported that staff has made progress with renaming the photographs for the inventory database and has begun uploading photos into the database. Cummings volunteered to provide assistance in completing this task.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CORRESPONDENCE

None.

LIAISON REPORTS

Waltz gave a brief report of Council business.

ADMINISTRATOR'S REPORT

Haywood gave a brief report of the Zoning & Development Department business.

ADJOURNMENT

Being there was no further business, the meeting adjourned at approximately 8:40 p.m.

Deborah Cwierniewicz, City Clerk

City of Mason

201 W. Ash St.
P.O. Box 370
Mason, MI 48854-0370
www.mason.mi.us



City Hall 517 676-9155
Police 517 676-2458
Fax 517 676-1330
TDD 1-800-649-3777

To: Historic District Commission

From: David E. Haywood, Zoning & Development Director

A handwritten signature in black ink, appearing to be "DA", is written over the name "David E. Haywood" in the "From:" line.

Re: 350 S. Jefferson Street – Sign Proposal (Daily Scoop)

Date: January 21, 2011

Shawn Sodman (Daily Scoop) is requesting approval to install one new wall sign at 350 South Jefferson Street, on the front of the building. Attached is a photograph of the existing building façade with the proposed sign superimposed onto the building. The proposed sign will be constructed of omegaboard with a white background and red and black lettering and graphics. The proposed size is 3 feet by 8 feet (24 square feet).

Section 31-5(a) requires that a permit be obtained for work "...performed within a historic district affecting the exterior appearance of a resource...". The subject property is located within the Mason Historic District. The applicant is, therefore, requesting Historic District Commission approval.

The proposed sign is compliant with the standards listed in the sign ordinance, Chapter 58 of the Mason Code.

Mason Main Street Façade Study

The Main Street Façade Study is the manual by which each building within the Mason Historic District is evaluated. The Study provides architectural consultation to the building owners and the Historic District Commission. The recommendations provided in the Study were based on the U.S. Secretary of the Interior's Standards for Rehabilitation. Pages 48 and 49 of the Study provide recommendations for the subject building (attached).

The Study does provide sign recommendations for the building indicating that a sign board should be recreated between the ground floor store windows and cornice with similar design elements found in the upper frieze board of the building. The proposed sign is very similar to other signs in the downtown area. Signs of this type, location and placement generally have been accepted by the Commission.

U.S. Secretary of the Interior's Standards for Rehabilitation

Section 31-5(d) states that the review of any application shall follow the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

Section 31-5(e) lists the discretionary standards that the Commission shall consider. Staff's analysis of the applicant's compliance with those standards is as follows:

1. *The historical or architectural value and significance of the structure and its relationship to the historical value of the surrounding area.*

The building has a very integral location within the historic district, as it is visible from many vantage points in the downtown area. The proposed sign appears to be consistent with the historical value of the building as well as the surrounding area.

2. *The relationship of the exterior architectural features of the structure to the rest of the structure and the surrounding area.*

The proposed sign appears to be consistent with the building and surrounding resources.

3. *The general compatibility of exterior design, arrangement, texture, and materials proposed to be used.*

The proposed sign appears to fit within the existing sign board and are very similar to previous historical signs in style and letter type.

4. *Other factors, including aesthetic value, which the commission considers pertinent.*

There does not appear to be other factors not covered by standards 1 through 3 above.

Recommended Action

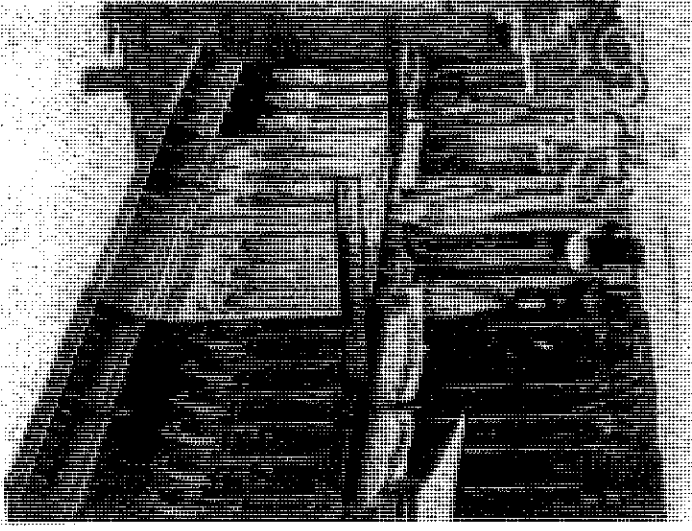
The Historic District Commission approve the wall sign proposal for 350 South Jefferson Street as submitted by Shawn Sodman (Daily Scoop) based on the application received on January 18, 2011, on the basis that it is consistent with the standards listed in Section 31-5(e) of the Mason Code.

Attachments:

1. Application
2. Photographs of the existing building and superimposed sign
3. Pages 48 and 49 from the Mason Main Street Façade Study



**ACTION PRINTING
QUAINT SHOP**
350-344 South Jefferson
1878 - 1879



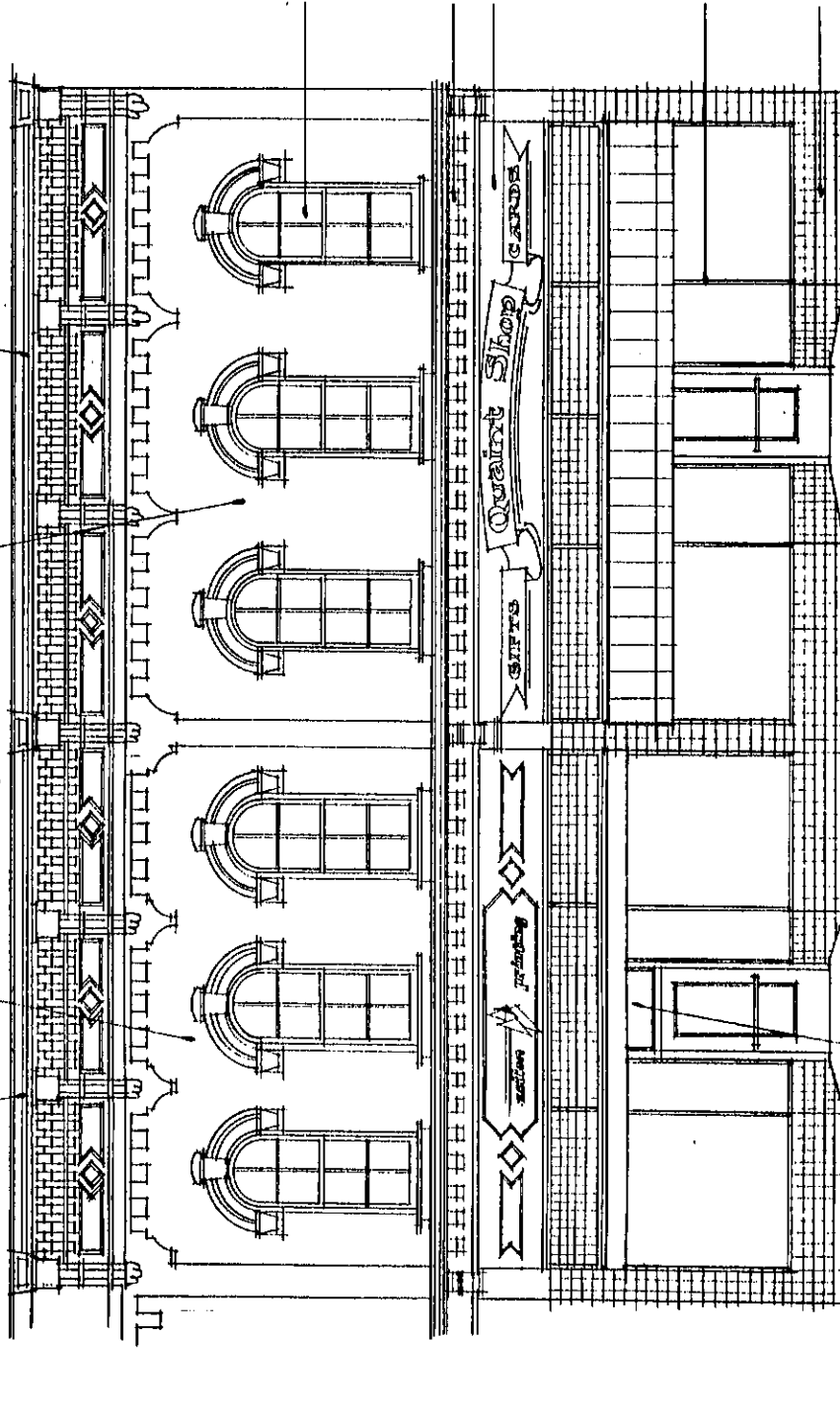
HISTORY: 350 S. Jefferson Street. This commercial building is an important part of a chain of Italianate commercial structures that faced the courthouse and have maintained architectural integrity on their second floors. This was the location of a drugstore, owned and operated by three generations of Halsteads. Oliver W. Halstead, the second generation, had this building constructed in 1878-79. The buildings on either side were built the same year. In December, 1876, an Ingham County News article reports that Halstead's grocery and five or six other buildings burned in a fire. This may be part of the reconstruction after that destruction. The store remained in the Halstead family until 1920.

344 S. Jefferson Street. This commercial building, constructed for one of Mason's largest landowners, derives architectural significance from its contribution to the late nineteenth-century atmosphere of the courthouse square. This structure appears to be one of the last real estate ventures of John B. Royner, an early settler of Mason, whose family contributed substantially to the economic condition of the area.

ARCHITECTURAL DESCRIPTION: Both two-story commercial structures face the Courthouse and 344 S. Jefferson sides the central alley on one of the earliest blocks of commercial development. The red brick building with flat roof clearly indicates its Italianate styling by the remaining original detailing on the upper floor painted in a light color. Small extensions of brick demils emphasize the brackets of the heavy cornice and develop into full piers at the corners of the building. The three-bay organization is articulated by the three second-floor windows, once fully arched. They are beneath metal window caps with small brackets and keystone motifs. The first-floor arrangement of display windows with central entryway has been maintained despite alterations. An exterior stairway, common on commercial buildings within Mason's downtown, remains in place (although now enclosed) on the north facade.

Repair, clean and paint brick.

Remove loose scale, clean and paint existing cornice.



Remove existing storm sash and panel above. Install/restore double-hung 4/4 arch-topped wood windows.

Reconstruct original cornice.

Remove wood siding and install new sign board.

Existing storefronts to remain. Paint aluminum frames black or bronze.

Existing tile to remain.

Remove air conditioner and restore transom window.



APPLICATION: MASTER BUILDING PERMIT

City of Mason

201 W. Ash Street • Mason, MI 48854 ♦ Phone: 517/676-9155 • Fax: 517/676-1330
www.mason.mi.us

Please call for an appointment if you would like to discuss your application with the building inspector

I. APPLICANT INFORMATION

Name Shawn Sothman Organization The Daily Scoop
Address (Street, City, State, Zip) 105 S Park St Mason MI 48854
Telephone Number (517) 676-5132 Facsimile Number ()
Interest in Property (owner, contractor, tenant, option, etc.) Tenant

II. PROJECT DESCRIPTION Project Name Business Sign

Project Address 350 S Jefferson St
Property Owner Name Jump Properties (Bill Hammerly) Telephone Number (517) 449-3606
Property Owner Address PO Box 40473 Okemos MI 48805

Written Description of Work (attach additional pages, if necessary)

See Attachment

III. CONTRACTOR INFORMATION (If more than one contractor is working on the project, list all on separate sheet)

Valuation of Work \$490.00 Contractor License No. 53-06095 Exp. Date _____
Name Stampsite Supervision Inc Telephone Number (517) 487-5071
Address (Street, City, State, Zip) 154 South Larch St Lansing MI 48912

IV. APPLICATION MATERIALS ON REVERSE SIDE

RECEIVED
JAN 18 2011
CITY OF MASON
BUILDING DEPT.

APPLICANT CERTIFICATION

NOTICE: This permit becomes null and void if work or construction is not commenced within six months, or if work or construction is suspended or abandoned for a period of six months at any time after work is commenced. A true copy of the plans of said structure is attached. It is understood that all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. "Section 23a of the Michigan Construction Code Act of 1972 (1972 PA 230, MCL 125.1523A) prohibits a person from conspiring to circumvent the licensing requirement of this State relating persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines." By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to City officials for the purpose of inspecting the premises and uses thereon to verify compliance with the terms and conditions of any permit or approval issued as a result of this application.

Signature [Signature] Date _____

2/11/11 245

CUSTOMER: SHAWN SODMAN-THE DAILY SCOOP

PROJECT: OMEGABOARD SIGN

INVOICE #: ESTIMATE 13068

DATE PRINTED: 1/14/11

FILENAME: 13068-THE DAILY SCOOP-ETC.

FILE CREATED BY: H.A.L.

REVISION NO.: 1

MATERIAL: OMEGABOARD PANEL SIGN

LETTERING: VINYL W/ DIGITAL PRINT

FONT: LOGO STYLE

COPY SURFACE: FIRST SURFACE

BACKGROUND SURFACE: VINYL ON OMEGABOARD

BACKGROUND COLOR: WHITE

TEXT/GRAPHICS COLOR(S): BLACK

RED

FONT JUSTIFICATION: N/A

MOUNTING: N/A

LOCATION: N/A

QUANTITY: 1

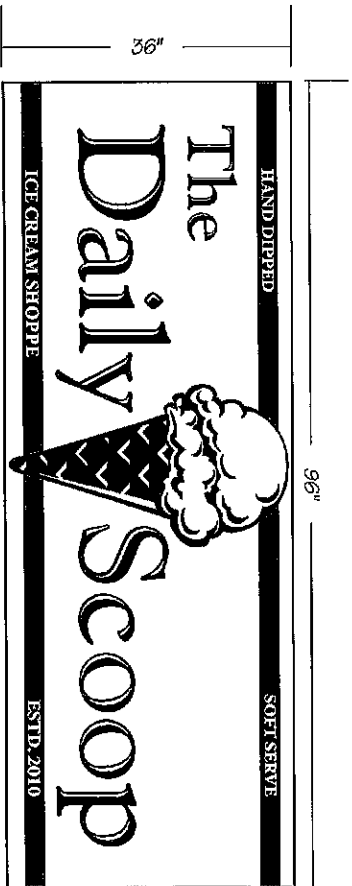
SIGN FACES: 1

- APPROVED AS IS
- APPROVED WITH CHANGE(S)
- PLEASE RESUBMIT

SIGNATURE: _____

DATE: _____

Omegaboard sign



RECEIVED
 JAN 18 2011
 CITY OF MASON
 BUILDING DEPT.



**Stamprite
Supersine®**

Phone (517) 487-5071

Fax (517) 487-6211

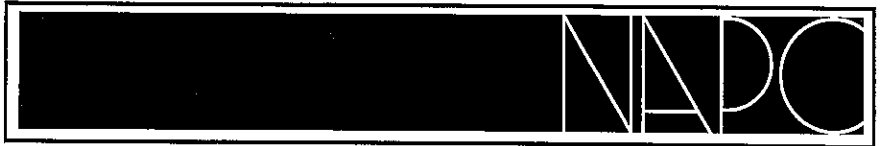
800.328.1988

www.stamprite.com

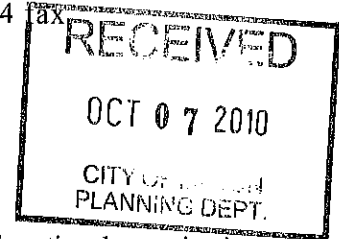
Identification Specialists
164 South Larch Street, Lansing, Michigan 48912

NOTES:

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NATIONAL ALLIANCE of PRESERVATION COMMISSIONS
P.O. BOX 1605 • ATHENS, GEORGIA 30603
706/542-4731 phone • 706/369-5864 fax



September 2010

Calling all Preservationists!

The National Alliance of Preservation Commissions (NAPC) is the *only* national organization devoted to supporting local historic preservation commissions and their work. I am pleased to invite you to join our ranks. Since 1983, NAPC has provided technical assistance, advocacy, and training for thousands of commissions throughout the United States. Our members are part of a nationwide network that makes preservation happen at the local level. NAPC needs you to be part of the team. Membership benefits include:

- Our bimonthly newsletter, *The Alliance Review*; each issue contains practical information you can use. Recent topics have included design guidelines, alternative building materials, sustainability, and legal tools. The enclosed sample is only a taste of what you can expect if you join NAPC today.
- Access to NAPC-L, our members only Listserv. NAPC-L connects you with a nationwide network of preservation commission members, staff, and others. It is a forum for the free exchange of information and ideas with colleagues working on preservation's front lines.
- NAPC members receive a significant registration discount for our biennial conference, the National Commission Forum, the only national conference designed specifically for local preservation commission members and staff. The next Forum will be held in the summer of 2012 in historic Norfolk, Virginia.
- Technical assistance and information from the NAPC resource center, staff, and board members.

Working with our national partners like the National Park Service, the National Trust for Historic Preservation, Preservation Action, the Advisory Council for Historic Preservation, and the National Conference of State Historic Preservation Officers, NAPC provides a voice for local commissions in Washington and helps ensure legislative support for local preservation. Join us and make your commission's voice heard!

NAPC knows that too many commissions operate with limited budgets, so we keep our dues lower than most other national organizations. First and foremost, we strive to help build strong local preservation programs. To become a member and begin receiving *The Alliance Review*, simply complete the enclosed membership form and return it with your check, money order, purchase order, or credit card information. I look forward to hearing from you!

Sincerely,

Drane Wilkinson
NAPC Executive Director

P.S. To learn more about NAPC, visit us on the Web at www.uga.edu/napc

Join the National Alliance of Preservation Commissions

Become part of the national network of local preservation, historic district, and landmark commissions and boards of architectural review. Organized to help local preservation programs succeed through education, advocacy, and training, The National Alliance of Preservation Commissions is the only national non-profit organization dedicated to local preservation commissions and their work. NAPC is a source of information and support for local commissions and serves as a unifying body giving them a national voice. As a member of NAPC, you will benefit from the experience and ideas of communities throughout the United States working to protect historic districts and landmarks through local legislation, education, and advocacy.

Membership Benefits

- *The Alliance Review*, a newsletter filled with practical information for staff and members of preservation commissions.
- Access to technical assistance and resources for local preservation commissions.
- Access to NAPC-L, NAPC's members only Listserv, that connects you to local preservation commission members, staff, and others across the United States.
- Significantly discounted registration for the National Commission Forum.
- A voice for your commission in Washington with the National Park Service, the National Trust for Historic Preservation, the Advisory Council for Historic Preservation, Preservation Action, and the National Conference of State Historic Preservation Officers.

Membership Categories

- \$35** Individuals/ Commissions with a budget under \$500, and local nonprofit organizations
- \$80** Commissions with a budget of \$500 - \$5,000, Communities with a population of 5,000-50,000 or regional or statewide nonprofit organizations
- \$130** Commissions with a budget over \$5,000, Communities with a population over 50,000, national nonprofit organizations, businesses, state governments, or sponsoring associates

Premium Membership Categories

Half of all premium membership dues support NAPC's student internship and Forum scholarship programs

- \$250** Chairs Circle
- \$500** Founders Circle

How did you hear about NAPC?

**Please return this form with payment to NAPC.
PO Box 1605 Athens, GA 30603 or
Fax to 706-583-0320**

Name of Commission/Organization

Contact Person

Address

City State Zip

Phone

Fax

E-mail and/or Website

Credit Card Payment Information

Name on Card: _____

Type of Card: Visa or MasterCard
(please circle type)

Credit Card #: _____

Expiration Date: _____

Card ID # (on back): _____

Card Billing Address (if different):

Signature: _____

NAPC
PO Box 1605
Athens, GA 30603
706-542-4731
706-369-5864 (fax)
www.uga.edu/napc



The ALLIANCE REVIEW

SPECIAL SAMPLE ISSUE

NEWS from the NATIONAL ALLIANCE of PRESERVATION COMMISSIONS

INSIDE THIS ISSUE

Introducing the National Alliance of Preservation Commissions

NAPC

Signage Guidelines for Historic Districts: Essential Elements

Debbie Abele

Preservation Ordinances: the Times they are A-Changin'

Jo Ann Radetic

Preservation Commissions: Educating the Community and Public Officials

The Good, The Bad, and the Utterly Ridiculous

Rory Hays

How to Keep Your Commission Out of Court

Phil Thomason

Disaster Plans Essential for Preservation Commissions

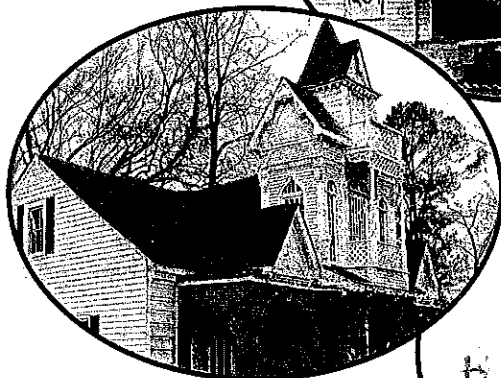
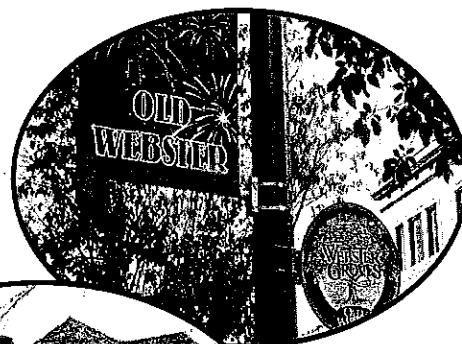
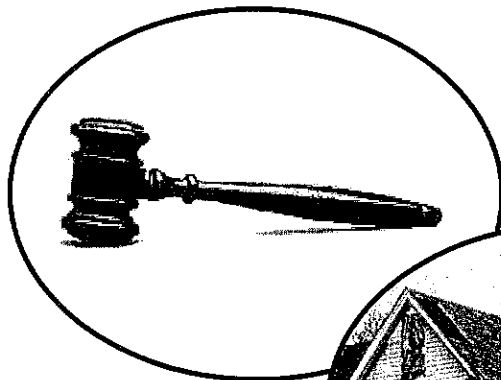
Drane Wilkinson

The What, Why, and How of Design Guidelines

Leah J. Konicki

The Art of Negotiation

Introducing NAPC



...and IN EVERY ISSUE:
Heads Up!
State News

INTRODUCING THE NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS . . . www.uga.edu/napc

Our Mission—*“To build strong local preservation programs through education, training, and advocacy.”*

The NAPC is the *only* organization devoted solely to representing the nation’s local preservation design review commissions. Established in 1983, NAPC provides technical support and manages an information network to help local commissions accomplish their preservation objectives. The Alliance also serves as an advocate at federal, state, and local levels of government to promote policies and programs that support preservation commission efforts.

Education:

Our mission’s education component meets local commissions’ needs in a variety of ways.

Resource Library: The NAPC office responds daily to requests from our membership for information; the organization maintains a voluminous library of resources and precedents we share to solve vexing problems with viable solutions. We also have a network of experts that can be consulted for unusual problems.

NAPC-L: NAPC-L is NAPC’s members-only Listserv. It connects commission members, staff, and others across the United States in an online forum to facilitate the exchange of ideas, experience, and expertise.

Conference offerings:

National Commission Forum – biennial conference sponsored and organized by the NAPC. The Inaugural Forum was in Denver 1998, second in Pittsburgh in 2000, San Antonio in 2002, Indianapolis in 2004, Baltimore in 2006, and New Orleans in 2008. Forum provides a unique interactive format where participants not only discuss the issues but develop the solutions as well.

National Preservation Conference – annually the NAPC assists the National Trust for Historic Preservation in the solicitation and selection of sessions for the Local Preservation Commission educational track. We also provide the Preservation Short Course and Mock Commission Hearing on a repeating basis.

The Alliance Review – The NAPC’s newsletter, published on a regular basis throughout the year, is the primary vehicle of communication with our membership. It includes not only basic organizational information, but each issue features numerous articles on topics of current interest to local commissions.

Training:

NAPC has provided training for literally thousands of commission members, staff, and elected officials. Our trainers are selected from NAPC’s extensive network of experts throughout the country.

Commission Assistance and Mentoring Program – CAMP is the flagship of the NAPC’s training efforts. CAMP is based upon the NAPC’s core curriculum of four fundamental elements: The legal framework of public preservation, identifying and protecting historic resources, commission role and responsibilities, and public support and outreach. CAMPs are tailored to meet local, regional, or statewide needs. Modeled after summer camp experiences, this entertainingly effective training program features terrific counselors who help the “CAMPers” improve their preservation skills while everyone has fun.

Speakers Bureau – Drawing on our national network of experts and resources, NAPC frequently provides keynote speakers and trainers for conferences and workshops. We work closely with clients to find the best person to address their particular topic or issue.

Advocacy:

Since 1983, NAPC has provided a voice for local preservation commissions. Our advocacy efforts support local commissions and help them succeed.

At the national level – NAPC works with our national partners to provide information to decision-makers on current legislative issues.

Locally – NAPC provides its members with up-to-date information about legislative and policy issues that affect preservation at the local level. NAPC also provides community leaders with letters of support that cite solutions, successes, and precedents to aid them in presenting a stronger case on local preservation issues.

Service to our membership is the core of our mission. We believe that working together we can, through strength of numbers in a true alliance, “build strong local preservation programs.”

AN INVITATION TO NAPC

Dear Fellow Preservationist:

The National Alliance of Preservation Commissions is the *only* national organization devoted to supporting local preservation commissions and their work. Since 1983, NAPC has provided technical assistance, training, and advocacy for the thousands of local preservation commissions and architectural review boards throughout the United States. Our members are part of a nationwide network that makes preservation happen at the local level. We are pleased to invite you to join that network today and begin receiving membership benefits that include:

- **Our newsletter, *The Alliance Review*.** Each issue contains practical information useful for commission members and staff. Every thematic issue contains substantive articles and information written by folks working on local preservation's front lines. This special issue you hold features only a small sampling of the sort of timely and relevant articles contained in every issue of *The Alliance Review*.
- **Access to NAPC-L, NAPC's Listserv.** NAPC-L connects commission members, staff, and others across the United States in an online forum to facilitate the exchange of ideas, experience, and expertise. Access to NAPC-L is limited to NAPC members.
- **Access to the NAPC resource center,** technical assistance, seminars, and special events, as well as meetings and workshops held in conjunction with the National Preservation Conference.
- **A significant registration discount** for our biennial conference, The National Commission Forum. Held every two years, Forum is the only national conference designed specifically for local preservation commission members and staff.

The NAPC Board of Directors is made up of local commissioners and staff from a variety of states and backgrounds—people like you, the folks working in the trenches! Working with our partners like the National Park Service, the National Trust for Historic Preservation, Preservation Action, the Advisory Council for Historic Preservation, and the National Conference of State Historic Preservation Officers, we also provide a voice for local commissions in Washington and ensure legislative support for local preservation. Join us and make your commission's voice heard!

Want to learn more about NAPC and how you can get involved?

CALL TODAY!
NAPC, P.O. Box 1890
Berkeley, CA 94703

Tel: 542-41731

Or visit us online at www.napc.org
DON'T WANT TO MISS BEST DEALS?

SIGNAGE GUIDELINES FOR HISTORIC DISTRICTS ESSENTIAL ELEMENTS

This article originally appeared in the March - April 2005 issue of TAR

Compiled by NAPC



Require fastening methods that do not damage the building. Fasteners should go in mortar joints NOT bricks as shown above. NAPC file photo

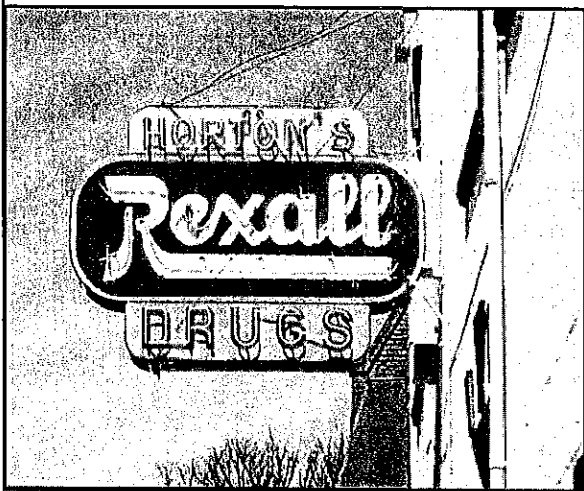
The regulation of signage in historic districts is often a tricky and contentious issue, fraught with accusations that the commission is overstepping its bounds, limiting free speech, and hindering progressive commerce. Some regulation, however, is necessary to maintain the district's character and protect its resources; but it should complement, not hinder the district's economic viability.

Before establishing signage guidelines, a commission should first determine what other regulations already exist and apply. For example, the city may already have advertising and signage ordinances limiting the height, size, and placement of signs that apply in the historic district as well as elsewhere. Additional guidelines should be developed in accord with the provisions of that ordinance for specific use in the historic district. The following essential elements of effective signage guidelines are offered as a starting point, not a final solution, in addressing signage regulation in local historic districts.

How the Sign is Fastened to the Building

New signage, when attached to the building, should be capable of being removed without causing damage to the building. Applicants should be required to include how the sign will be fastened to the building in their

C of A application and to satisfactorily demonstrate that the fastening method will not damage the building. Examples of appropriate fastening methods should be included in the guidelines.



Pre-existing signs that might not meet current guidelines if proposed today, such as neon, may reflect significant parts of the district's history and should possibly remain. NAPC file photo

Placement of the Sign

Signs should not be placed in such a way that they obscure architectural details, and should be placed in locations that would traditionally have been used for signage. Freestanding signs should be placed so that they do not impeded the flow of traffic or disrupt the existing streetscape. Examples of appropriate and inappropriate placement should be included in the guidelines. All other health and safety regulations concerning location, clearance, and physical stability should apply to signs in the historic district.

Materials

Signs should be made of materials that can be expected to remain durable and retain their appearance for the anticipated life of the sign. Contemporary materials are acceptable; but their appearance should be visually compatible with the surrounding area and the applicant should be required to establish that the

material is of sufficient durability. Examples of acceptable materials should be included in the guidelines.

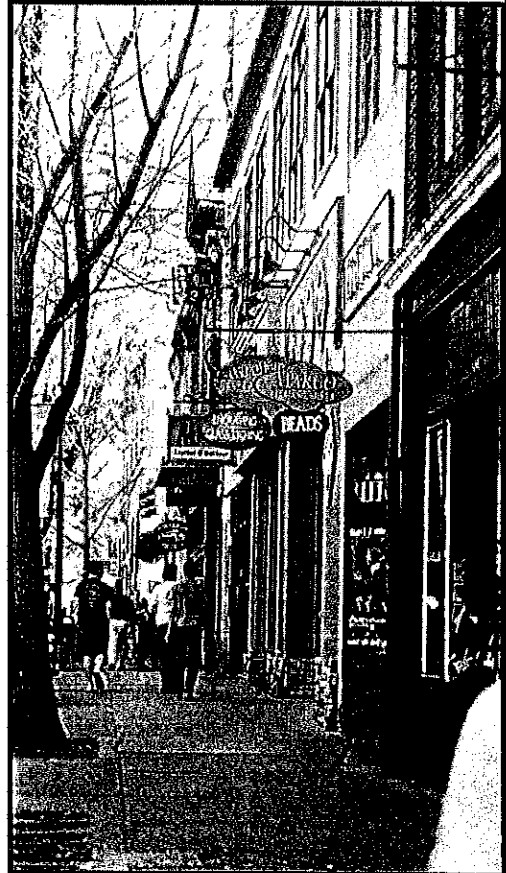
Lighting

If lighted signs are allowed in the historic district, signage guidelines should provide information about what lighting methods are appropriate and the maximum

lumens allowed. For example, in some historic districts, externally lighted signs may be allowed while back-lighted signs are not; or historic neon signs may be allowed, while new neon signs are not. Whatever the lighting method, it should not detract from adjacent businesses or cause a safety hazard for pedestrian or vehicular traffic.

Size and Scale

Signs should be an appropriate size not to dominate the historic resource with which they are associated. Commissions may want to determine a maximum percentage of wall space that can be covered by building mounted signs and a maximum size allowed for free-standing and projecting signs. The cumulative area or size of signage for multiple businesses in a single building should not exceed the maximum percentage of wall coverage and/or size allowed. Signs should be of appropriate scale for the type of traffic the street experiences. Signs seen primarily by vehicular traffic should be of a different scale than signs seen primarily by pedestrian traffic. Guidelines should include examples of appropriate and inappropriate scale as well as clear information about how the commission will determine whether a proposed sign is of appropriate size.



Signs should be of appropriate scale for the type of traffic the street experiences. NAPC file photo

A Final Caution

While it may be tempting to render aesthetic judgments when reviewing sign applications, try to avoid doing so. If colors are regulated, the commission should provide a palette of acceptable colors from which an applicant can choose. If typeface is regulated, the commission should provide samples of acceptable typefaces. If commissioners cannot show that they are basing their decisions on clearly stated standards and guidelines, they cannot show that their decisions are defensible. The proposed sign may not look good or be effective as a sign, but that isn't the commission's concern if it meets the guidelines.

WANTED:
YOUR DESIGN GUIDELINES

The Owens Library at UGA's College of Environment and design, partnered with the National Alliance of Preservation Commissions, now has on it's shelves 278 design guidelines from across the nation and beyond. This resource is a great addition and shows the growing importance of historic district design guidelines.

help us help you!

If your current design guidelines are not included in the collection, please send a copy to NAPC at P.O. Box 1605 Athens, GA 30603 or email a link to them to napc@uga.edu

PRESERVATION ORDINANCES: THE TIMES THEY ARE A-CHANGIN'

This article originally appeared in the November - December 2003 issue of TAR

Debbie Abele, Akros, Inc.

The growth of local government historic preservation programs during the last decades of the twentieth century is well documented. Buoyed by the sentimentality of the 1976 Bicentennial celebration and confident with the Supreme Court's affirmation of local government's right to designate and regulate changes to historic buildings with the 1978 Penn Central decision, municipal historic preservation (HP) programs proliferated. Two surveys of Certified Local Government programs conducted by the NAPC in the 1990s identified that over half the respondents had programs that were established before 1983. If your community is one of the many with ordinances originating from that period and you have not undertaken any efforts to update its provisions, you might want to consider such an undertaking for a number of reasons.

During the late 1980s and early 1990s changes in the American economy brought about increasing dissatisfaction in the business and real estate community with the resource protection laws enacted by all levels of government during the 1960s and 1970s. As these interests began to challenge the protection laws and their associated procedures, the result was several Supreme Court decisions that have important implications for the regulation of property by governments. The charge was that the regulations and/or their associated procedures were a "taking." While the increasingly conservative Supreme Court of this period did not substantially change the opinion set forth in the Penn Central case, their findings have had distinct consequences for how local governments should conduct their HP program activities.

In determining whether government regulation "goes too far" and results in a taking, Courts use a balancing test - assessing the impact of the regulation upon the property against the rights of the owners for its use. As part of this analysis the economic consequences of the governmental action is taken into account. Over 60% of the local HP programs surveyed in 1998 reported that compliance with their decisions is mandatory. Consequently, it is increasingly important for local HP programs that regulate the ability to demolish or alter designated historic properties to include provisions within their ordinances for the demonstration of hardship. Economic hardship procedures provide a safety valve for HP ordinances by recognizing in certain circumstances the impact of the Commission's decision may have an economic impact that is too severe. This is even more critical for HP Commissions that can completely deny demolition instead of delaying it for a period of time. Unfortunately while almost all HP programs surveyed by the NAPC have authority to review requests for demolition permits, less than half have the ability to review economic hardship claims and even less than half of those programs have written criteria for how economic hardship can be demonstrated. In today's litigious world, HP Commissions must acknowledge their responsibility to take into account the economic impact of a denial of an alteration or demolition permit. Also to meet the procedural due process considerations of their actions, property owners need to have "notice" of what will be considered in making a determination of hardship. Many HP Commissions are reluctant to engage in these reviews because of the difficulty associated with assessing economic impacts. However, if you do not consider it - the Courts may do it for you and determine your actions were a taking or invalidate your ordinance regulation because it does not provide for sufficient constitutional protections.

There are a number of other reasons - beyond vulnerability to legal challenge - that HP ordinance revisions might be considered. Over the last several decades there are a number of innovative approaches or procedures that have been developed in differ-

ent communities to address specific HP issues or improve their program operations. Including new language and/or provisions in your ordinance that reflect state of the art practices can improve your effectiveness in preserving the historic buildings and areas of your community. It also can demonstrate the dynamic nature of your program and the willingness to incorporate the lessons learned elsewhere. The development of ordinance provisions to deal with demolition by neglect is an example of improvements that can be made. In the 1993 survey by the NAPC, demolition by neglect was cited as the most difficult situation that the respondents had to deal with in the course of their work. A growing number of HP ordinances today provide their Commission with the authority to require minimum maintenance for designated properties. The best of these provide clear standards for what conditions constitute neglect, fair procedures for notice and correction, coordination with other relevant government agencies, and even a process for dealing with circumstances of economic hardship.

Sometimes ordinance revisions are warranted because inconsistencies have been identified in the course of your programs administration. Many purpose statements of HP ordinances broadly proclaim the intention to "protect, enhance and preserve improvement and landscape features of the landmarks, districts, and archaeological resources which represent distinctive elements of the city's cultural, educational social, economic, political, architectural, and archaeological history." However, if there are no mechanisms to address changes to landscapes or ground disturbance that could affect archaeological resources, then these proclamations are worthless. While inconsistencies in ordinance language, definitions or procedures might appear to be a minor problem, they often get identified during adversarial cases and are used to hurt the HP program's credibility.

Vagueness or insufficient explanation as to the criteria or steps used by the Commission in their decision-making is another area that can be addressed with an ordinance update. Many early ordinances have terms and standards that lack specificity making them open to a wide range of interpretations. Using broad criteria as a basis for designating properties like "it represents an established and familiar visual feature of the neighborhood" or "its preservation is important for the maintenance of neighborhood character" could be difficult as many properties could meet this test. Defending decisions about what warrants designation to property owners and elected officials is more successful with written criteria that succinctly articulates the components of significance and integrity.

Preservation professionals and commission members know the considerations and evaluation processes that are used today to decide historic and architectural importance; but unfortunately the attorneys, planners or citizen committees that drafted many of the older ordinances were not as familiar with the appropriate terms and standards that could more clearly communicate the basis for the commission's decision-making.

Many early HP ordinances borrow language used in the National Register of Historic Places (NRHP) program or the federal government regulatory review process. It is not uncommon for local programs to recognize properties less than 50 years that possess "exceptional significance" as the NRHP does. However, unlike the NRHP, there is no companion document like Bulletin 22 with 17 pages of information detailing what constitutes exceptional significance. Most ordinances that use this term do not even set forth the factors that elevate a property to exceptional status or the basis for making such a determination. As more communities begin dealing with the challenges of designating and preserving resources from the recent past, refinements and better definitions of what makes this population significant need to be developed and codified.

So when is it a good time to make changes to an HP ordinance? Doing it as part of revisions to other city codes, like the Zoning ordinance, or a General or Comprehensive Plan update has a number of benefits. With this approach you are not singling the HP program out for scrutiny, but improving its ordinance functions along with improvements to other governmental activities. As part of a broader planning process, it is often easier to manage changes or thwart unwanted modifications that might occur if the HP program was center stage. Working in concert with changes to other city codes also provides an opportunity to resolve conflicts or improve coordination with other city regulatory requirements and procedures.

Take advantage of opportunities that arise. Make the proverbial "lemonade out of lemons." Community outrage over a loss of an unprotected historic property might generate the necessary public support for making improvements to your ordinance, like the power to impose "Temporary Restraint of Demolition" for properties being considered for designation. Build upon the heightened awareness about the limitations that exist to protect community landmarks and embark on a well-publicized effort to involve the citizenry in addressing these concerns through a strengthened ordinance.

Changes in political leadership or City management also might provide an opportunity to improve your ordinance. Newly elected officials often want to show their commitment to addressing concerns that were raised in their campaign or set themselves apart as champions of a particular cause. An ordinance revision project also might be viewed administratively within the city as a demonstration of a City's commitment to best practices. Periodic efforts to evaluate City procedures and improve their operation are considered to be evidence of good municipal government management.

Conversely, be wary of undertaking ordinance revisions when there may be a lack of or even lukewarm political or internal city support. In many communities the current politicians or city management may not be supportive of the regulatory powers of the HP ordinances as they exist. While these interests may not be willing to take on the political heat or community opposition to dismantling the HP program, they will certainly take advantage of opportunities presented to include owner consent provisions or address other concerns they might have about the program operations. As a final caveat - don't start any efforts to make changes to your ordinance without the ability to demonstrate the community's continued support for historic preservation. Even if your proposed changes appear minor or technical in nature, have an organized plan for citizen attendance throughout the hearing process. Having historic property owners who have experienced the regulations of the HP ordinance and are supportive of expanded or improved functions can help generate the political will needed to be successful. After a program has been in operation for many years the ardent supporters who helped establish the HP program typically stop attending the public proceedings related to historic preservation. Unfortunately, the detractors rarely let the opportunity for criticism or to complain pass by. Be prepared - use the effort to revise your HP ordinance as opportunity to demonstrate the continued importance of a strong municipal HP program to your community.

Debbie Abele teaches preservation planning at Arizona State University and is a member of the NAPC Board of Advisors.

PRESERVATION COMMISSIONS: EDUCATING THE COMMUNITY AND PUBLIC OFFICIALS

This article originally appeared in the July - August 2004 issue of TAR

Jo Ann Radetic, Missouri CLG Coordinator

The most important method of preserving local historic resources is public outreach and education. Citizens must be informed about **what** in their community is worth preserving, **why** it should be preserved, and **how** to preserve it. A local commission must work constantly to build and maintain public consensus on the importance of preserving local historic resources.

Working within Local Government

Preservation Commissioners

Before preservation commissioners begin to consider educating their community and public officials, they must first educate themselves. Even commissioners who are supported by professional preservation staff should not sit back and let the staff do their learning for them.

All commissioners should be good spokespersons for historic preservation. They must understand not only the powers and duties of the historic preservation commission, but also the "system" of the local government within which they operate. The most important thing that historic preservation commissioners should remember is that they serve at the pleasure of the local elected officials. Without some support from elected officials, the commission will not exist.

To assure that commissioners understand their role within local government, the commission should conduct an annual self-assessment and review of the local historic preservation ordinance. Review of the ordinance will help the commission set goals and evaluate the role of preservation in the community. The commissioners will also reinforce their knowledge of their responsibilities and assess the progress toward integration of historic preservation into local government's structure.

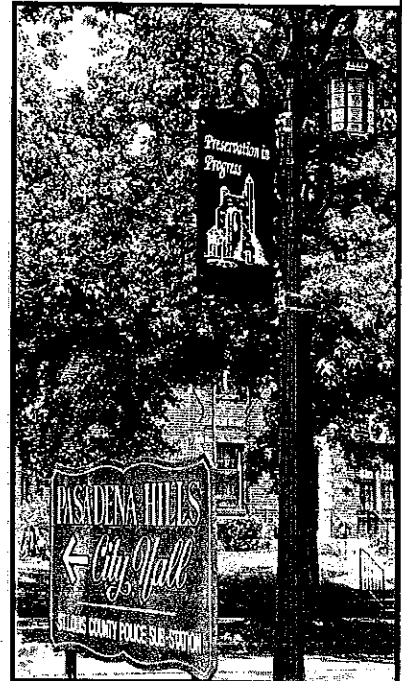
The commission should issue an annual report that summarizes their activities and accomplishments, which can be used as a tool to train new commissioners. This report should be presented at a public meeting or city council meeting and should be distributed to the city's elected officials, staff, and to the media.

The commissioners must attend annual training to keep informed preservation methods and issues. If the commission is to effectively guide and educate the community on preservation matters, then commissioners must maintain their knowledge and expertise on those subjects.

Local Government Staff and Appointed Boards and Commissions

The commission will find it necessary to work with every department of city government and every employee at City Hall should know that the historic preservation commission is a part of city government. The preservation commission may be the "new kid on the block" compared to other city commissions and departments, and may have to work to be recognized as an established part of city government. To be effective, commissioners must appreciate the technical expertise of city staff and promote an atmosphere of candor, fair dealing, and mutual respect in working with city staff.

Using their training and expertise in historic preservation methods and design review, the preservation commission can assist city staff and other appointed commissions. The building official, the planning department and the planning and zoning commission, the parks commission, and the economic development department can all benefit from information provided by the preservation commission. Such assistance will help those city departments understand the important role that historic preservation plays in maintaining and improving the quality of life in the community.



Historic preservation public outreach effort by the City of Pasadena Hills, Missouri. Photo courtesy of Kris Zapalac, Missouri Department of Natural Resources.



Horton House (1859) in the historic Museum Hill District of St. Joseph, Missouri, before rehabilitation.
Photo courtesy of Caroline Petrie.

Commissioners should be a visible part of city government by regularly attending city council meetings and keeping informed on all of the issues and projects undertaken by the city. When invited, commissioners should attend city social functions such as the annual holiday party and the City Employees Picnic.

Local Elected Officials

As part of the local government, preservation commissions have a unique advocacy role. It is important to emphasize again that historic preservation commissioners must remember that they serve at the pleasure of the local elected officials. Without some support from them, the commission will not exist.

Presenting an annual report is a necessary part of educating the elected officials about the work of the preservation commission. This is also an opportunity to **give the elected officials credit** for the accomplishments of the historic preservation commission.

The commission should design programs to explain to the elected officials **specifically** how historic preservation benefits the community, and should show how preservation addresses specific concerns such as neighborhood revitalization or restoring and maintaining economic vitality in the historic downtown area. Demonstrating the economic advantages of historic preservation is a particularly effective method of gaining support from elected officials.

The mayor should appoint a liaison from the City Council to the historic preservation commission. This council member attends the preservation commission meetings and regularly reports to the council on commission activities.



Horton House (1859) in the historic Museum Hill District of St. Joseph, Missouri, after rehabilitation.
Photo courtesy of the City of St. Joseph.

If an issue arises on which the elected officials and the preservation commission do not agree, the commission should not argue with the elected officials. The preservation commission should make their recommendation or decision according to their duties as outlined in the preservation ordinance. The elected officials can then act on the recommendation or reject it. The elected officials generally have the final decision and, right or wrong, they usually reflect the feelings of the community that elected them.

Effective Advocacy: Integrating Preservation into Community Decision-Making

General Public

Since the elected officials generally reflect the feelings of the community that elected them, it is important to have a community consensus in favor of good historic preservation practices.

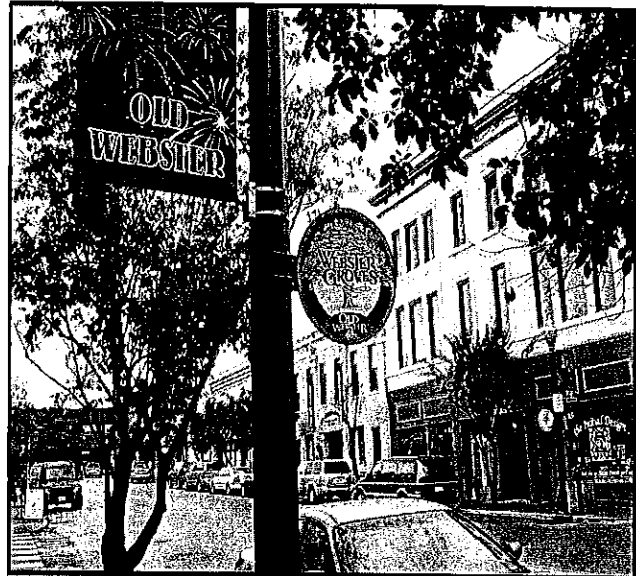
The historic preservation commission should play a significant role in promoting an appreciation of the community's heritage. To be really effective, they should do this in cooperation with non-profit groups such as the local historical society, the local non-profit preservation organization, the downtown Main Street organization, and the Chamber of Commerce.

Public outreach and education efforts by the preservation commission should not only increase a community's appreciation of the local historic resources and the value of preserving the community's character, but should also increase the public's confidence in the expertise of the preservation commission. Demonstrations of the commission's knowledge and ability to assist property owners in preserving local historic resources support the ways in which the historic preservation commission can assist in protecting those resources.

Decision Makers

The historic preservation commission must identify the key decision-makers in the community. In addition to the elected officials, this group includes property owners, business owners, bankers, and other community leaders. The preservation commission should conduct special workshops to educate these decision-makers about the economic value of historic preservation, financial incentives, using design guidelines, and planning for preservation.

Commissioners should attend meetings and public hearings and testify for the integration of preservation into the city's comprehensive plan as well as proposed transportation plans and other community planning and zoning issues. The process of developing or updating local historic preservation plans and design guidelines presents good opportunities for building support for the local historic preservation program. The course of action leading to the publication of preservation planning documents should involve soliciting input from community leaders as well as the general public. Community leaders provide input and ideas for the plan thereby giving those involved a sense of ownership and responsibility for implementing those ideas.



The Webster Groves, Missouri, historic commercial district has recently been nominated to the National Register.

Photo courtesy of Jo Ann Radevic, Missouri Department of Natural Resources

Conclusion/Summary

Preservation commissioners must be well versed in preservation issues and methods to be able to educate the public. If the public supports preservation, then the elected officials, reflecting the views of their constituents, will support a knowledgeable historic preservation commission and allow it to be stronger and more effective in their efforts to assist in the preservation of local historic resources.

There is a wealth of educational resources available to preservation commissions. Organizations like The National Trust for Historic Preservation and The National Alliance of Preservation Commissions are prepared to help historic preservation commissions in their public outreach efforts and a number of resources are available online and through local libraries. Commissioners must take time to take advantage of what is available.

Sources of preservation commission training and information

Always check with your state CLG coordinator for this information. Other resources are:
<http://www2.cr.nps.gov/workingonthepast> AND <http://www.cr.nps.gov/training.htm>.
 New website: <http://www.nps.gov/history/hps/workingonthepast>.

If commissions have not already joined NAPC, they should seriously consider doing so. In addition to NAPC's biennial Forum, which is the best preservation commission training in the world, NAPC has the Commission Assistance and Mentoring Program (CAMP), and a great bibliography of "must read" information for preservation commissioners. When I was just starting out in the preservation commission business, NAPC was a lifesaver. I would make a call to NAPC and receive wonderful support and information.

In addition to all of their other publications, the National Trust publishes a great list of "Preservation Resources on the Internet" every year as a supplement to Forum News. Of course, the National Trust Conference is a good source of annual training and preservation networking for commissions.

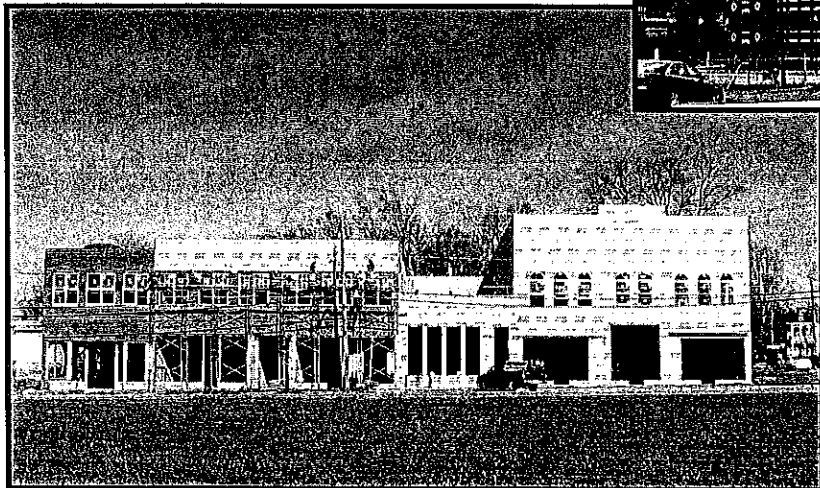
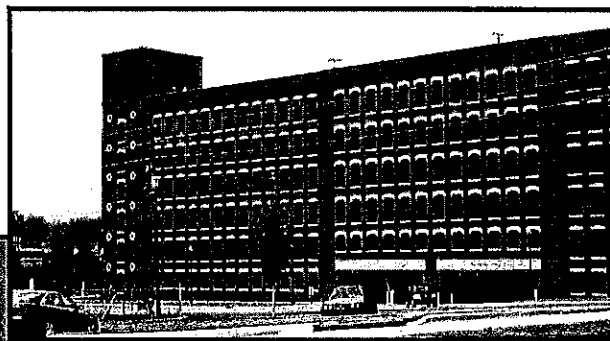
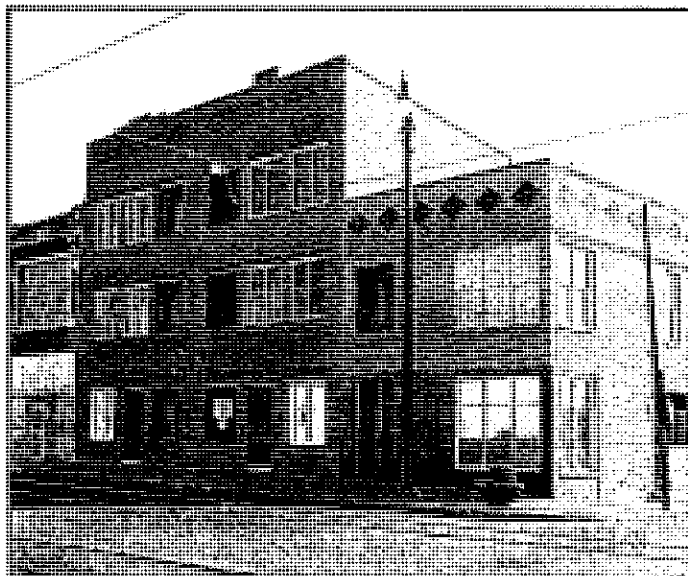
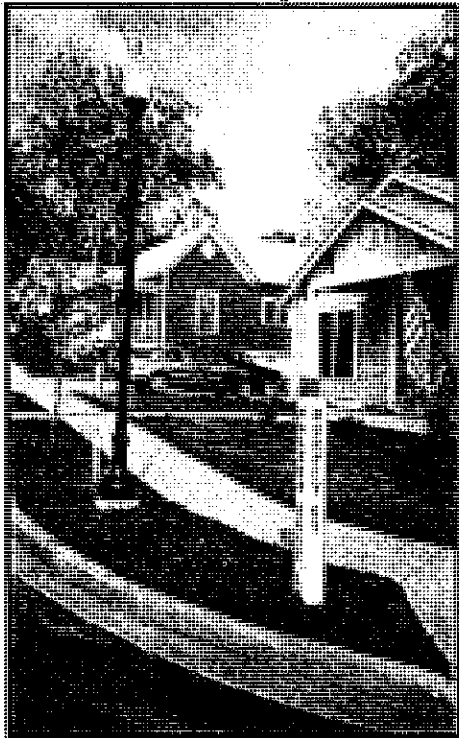
The website of the Advisory Council on Historic Preservation is also a good source of preservation information: <http://www.achp.gov>

THE GOOD, THE BAD, AND THE UTTERLY RIDICULOUS

This article originally appeared in the January - February 2005 issue of TAR

It's not always easy to agree on what is good infill or even a good addition. What is good in one place may not work at all in another. Here are a few examples of good, bad, and utterly ridiculous infill projects NAPC members have stumbled upon...We invite you to email your examples to us at napc@uga.edu. Which do YOU think are good, bad, or just plain ridiculous?

The Good...



Clockwise from top left: New infill neighborhood (Photo: Ken Kocher); Corner infill replacing building destroyed by fire. Good? Bad? Depends. (Photo: Nancy Jane Baker); Parking garage at a cottonmill that was turned into lofts in Columbus, GA (Photo: Jennifer MartinLewis); New commercial block under construction on town green in Madison, GA (Photo: Ken Kocher)

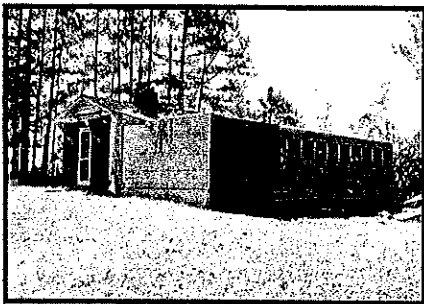
The Bad...



Clockwise from top left: Historic house peek-a-boo-back porch addition infill in Oaktown, GA (Photo: Jennifer Martin Lewis); Are these are supposed to look like warehouses? These condos just don't fit in with their surroundings (Photo: Nancy Jane Baker); Oh! My! Was it that big when we approved it? (Photo: Nancy Jane Baker)



...& the utterly ridiculous



A+ for using available materials...at least the addition is in the rear...(Photo: Melissa Roberts); This is what happens when you read too many Anne Rice novels (Photo: Melissa Roberts)

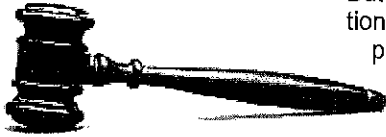


HOW TO KEEP YOUR COMMISSION OUT OF COURT

This article originally appeared in the November - December 2003 issue of TAR

Rory Hays, attorney at law

Historic preservation can attribute some of its finer moments to successful trips to the Courthouse. In *Penn Central v. New York City*, the United States Supreme Court held that the preservation protections of New York City's Landmark laws were "substantially related to the promotion of the general welfare." This meant that governments have among their powers the authority to protect historic structures. The 1978 decision serves as the legal basis for activities of preservation commissions across the country.



But a visit with the folks in the black robes is not always a pleasurable experience. Litigation resulting from poor communication, conflicts of interest and failure to observe proper procedures can be a nightmare for commission members, staff and legal counsel. Even worse, it weakens the credibility of a preservation program.

The trouble often arises when commissions fail to observe the requirements of procedural due process and equal protection. These concepts are incorporated in the Fourteenth Amendment of the U.S. Constitution, which provides that government cannot "deprive any person of life, liberty or property without due process of law nor deny to any person within its jurisdiction the equal protection of the law." Originally drafted to secure the freedoms of former slaves, these concepts of the Fourteenth Amendment have been broadly applied to issues as diverse as forbidding the building of a beach house, to college admission policies. Millions of words in thousands of Court opinions have been dedicated to a discussion of the meaning of the Amendment; but at its core it directs governmental bodies (which include preservation commissions) to be fair, impartial and follow the rules.

Historic preservation can attribute some of its finer moments to successful trips to the Courthouse... but a visit with the folks in the black robes is not always a pleasurable experience.

Following the Rules

Every commission is required to utilize certain procedures when it makes decisions. These requirements are dictated by the U.S. Constitution, state statutes and local ordinances. They are designed so that people subject to commission actions get the following: timely notice of relevant meetings, reasonable opportunity to present evidence, and open and public consideration of their case.

Most states have adopted some form of open meeting law, which applies to all governments within its jurisdiction. These laws are designed to maximize public access to the governmental process. They generally require notice of the time and place of meetings, that agendas list subjects to be addressed, and that a record of meetings be maintained.

Sometimes local ordinances make specific provisions for the manner and timing of notice. If, for example, a commission is considering historic overlay zoning, an ordinance may require a first class mailing to all affected property owners or special postings. These requirements must be followed to the letter.

Open meeting laws also require that most commission deliberations take place in public, that commissions discuss and make decisions upon only those matters which appear on the agenda and that there be a reasonable opportunity for public comment. "Executive Sessions" (those closed to the public) are allowed only in limited circumstances for personnel matters and receiving legal advice from the commission's counsel.

Courts tend to allow commissions some discretion in the exercise of expert judgment. A judge is not likely to try to second guess whether a commission improperly applied historic designation criteria in considering a particular building; but the judiciary is completely unforgiving when it comes to procedural requirements. If the ordinance states that thirty days of notice is required, twenty-nine days will not suffice.

Experienced staff normally has a grasp on proper procedures. But accidents can happen. It is usually wise to develop a procedural "checklist" for each meeting or each matter. It should include the date notices were posted, what was included in the agenda, who spoke on a subject, etc. That way, errors can be found and corrected early in the process.

Fairness

The goal of equal protection is providing the same treatment to all under like circumstances. That means commissions need to be consistent in their decisions and articulate the reasons for their actions.

Let's say that months ago your commission granted a certificate of appropriateness for an addition to a residence in an historic neighborhood. Now a neighbor on the same block is anxious to construct a new addition; but the request is denied.

Has the commission failed to provide the neighbor equal protection? That depends on the circumstances. Did you explain in the meeting record the reasons why you granted the first application? Are there factors, which distinguish the second application from the first—style, style, massing, materials? You can't demonstrate to a judge that the circumstances in each case are different if you don't provide a record of your deliberations. It is often wise to provide a list of the factors you considered in any motion to approve or deny an application whether for designation, demolition, or a certificate.

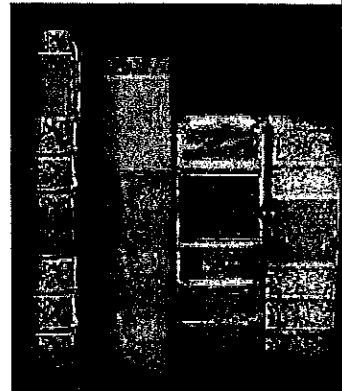
Impartiality

Most local governments have ordinances which prohibit officeholders from participating in a decision in which they have a conflict of interest. At its narrowest interpretation this normally means that the officeholder or a family member has an economic interest in the outcome. If your dear old Granny is requesting a demolition permit for the family homestead in an historic neighborhood you should have no role in the deliberations (and that includes any private discussions with fellow commissioners). As soon as the request is filed with the commission you should "recuse" yourself (to use the lofty legal term).

But whether a decision-maker has been impartial is often in the "eye of the beholder." That is why commissioners must avoid even the appearance of impropriety. You may have no economic interest when your best friend applies for a certificate of appropriateness but can you really appear to be impartial? When members of your garden club besiege you with telephone calls arguing for the designation of their favorite old house, are you precluded from participation in the decision? Probably not, but you should announce that you have been contacted outside the context of the meeting (known as *ex parte* contact) but intend to consider only the evidence presented at the hearing. That way you can't be accused of being swayed by "secret" information.

The last and best rule for keeping out of Court is learning to use the knowledge and experience of your legal counsel. It's a rare attorney who doesn't prefer answering a client's questions to trying to defend a procedural error to an agitated judge.

Rory Hays is an attorney in Phoenix, Arizona and has served as her local preservation commission's chair.



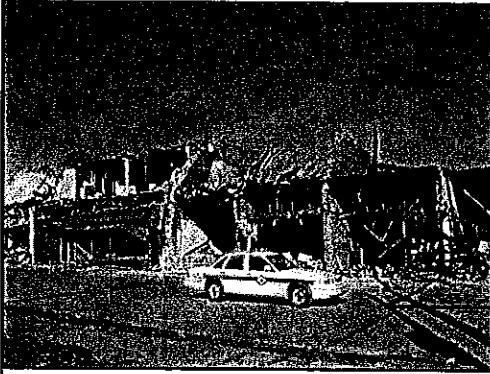
Familiarity with all pertinent ordinances is essential for effective commission operation.

If your dear old Granny is requesting a demolition permit for the family homestead in an historic neighborhood you should have no role in the deliberations.

DISASTER PLANS ESSENTIAL FOR PRESERVATION COMMISSIONS

This article originally appeared in the May - June 2003 issue of TAR

Phil Thomason, Principal, Thomason & Associates



Destruction in downtown Clarksville, TN in January of 1999.
Source: Phil Thomason

The tornado season of April and May of 2003 proved once again that preservation commissions need to have in place a disaster preparedness plan. Historic districts in Pierce City, Missouri and Jackson, Tennessee were among those heavily damaged during the spring. Natural disasters such as hurricanes and earthquakes are also constant threats to many of the country's most significant historic buildings and districts on the east and west coasts.

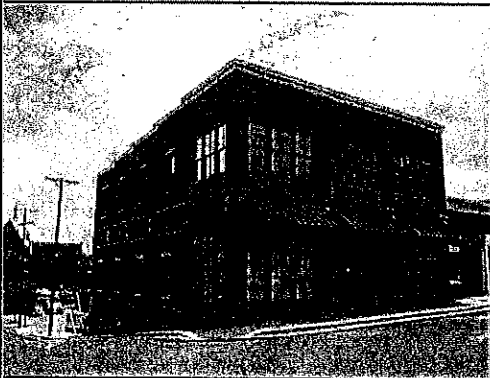
When disaster occurs there are immense pressures placed on property owners, city officials, and a preservation commission to assess damage, issue Certificates of Appropriateness (COA's) and begin rebuilding. Based on the experiences of historic districts across the country, preservation commissions should consider the following recommendations:

1. HAVE A COMPREHENSIVE AND CURRENT INVENTORY OF YOUR HISTORIC RESOURCES

If there is not a comprehensive inventory of the historic district including photographs then complete one as soon as possible. A photographic record is essential for review and rehabilitation efforts after a disaster. A photographic record allows you to recreate historic details or rebuild damaged areas based on clear evidence rather than memory or conjecture. It will also be of use to the property owner in order to repair a building accurately or as evidence in any dispute with insurance companies.

2. PREPARE A DISASTER RECOVERY PLAN

Prepare a plan so you know who you would contact at the local, state, and federal level. Get the contact names and phone numbers of all who would be involved such as the SHPO and regional office of the Federal Emergency Management Agency (FEMA).



New infill construction which went through design review in downtown Clarksville.
Source: Phil Thomason

Prepare a list of non-profit agencies which could help such as the American Institute of Architects (AIA) and the National Trust for Historic Preservation. The AIA may be able to send volunteers to your community to provide advice on building repairs. Field representatives from the National Trust may also be able to provide advice and assistance or emergency funds.

Develop a list of restoration companies and contractors who specialize in historic building repair. There are a number of contractors who work across the country who specialize in building repair and rehabilitation following disasters. Update references and credentials for these companies on an annual basis.

Have a plan for recovering and storing important building elements so they don't end up at a landfill. Set aside a secure area for salvaged brick, terra cotta, cast iron, or other architectural details, which could be used in building repair or reconstruction.

3. STRESS COMPREHENSIVE INSURANCE COVERAGE

Educate property owners about the importance of keeping their insurance up to date. There have been large increases in construction costs over the past decade and property owners could find that they cannot afford to bring a property back to its original appearance or rebuild at all. The results could have a detrimental effect on the integrity of your district.



Damage in East End Conservation Zone of Nashville following the April 1998 tornado.
Source: Phil Thomason

4. DON'T RELAX YOUR GUIDELINE STANDARDS

When a disaster occurs Commissions can be swamped with requests for COAs. In order to meet these demands there may be efforts to relax or dilute design guideline standards. Instead of relaxing standards, Commissions should look at ways city staff or individual Commission members can be empowered to issue COA's for in-kind repair such as roofs, porches, or windows. Commissions should be able to react quickly in the event of emergencies but not at the long term expense of the appearance of the historic area.

In order to meet any heavy volume of COA applications, have provisions in place for the hiring of temporary emergency personnel who can help you review and issue COA's and do follow up inspections. Get a list of Preservation Commission members or qualified staff in your state who could help in the review and approval of COA's. Consider working with your SHPO or state non-profit agency to create a disaster response team with an annual budget to provide emergency services.



Repairs in East End Conservation Zone of Nashville following the April 1998 tornado.
Source: Phil Thomason

5. DON'T BE IN A HURRY

Take the time necessary to decide as a community how the historic district should be rebuilt, and what environment you want future generations to experience. Many preservation commission members whose communities have experienced disasters regret moving too quickly and allowing buildings to be razed or remodeled inappropriately. Stabilizing buildings and taking the time to look at all the options will often be the best approach in the long run for our communities following a disaster.

Phil Thomason is the principal of Thomason and Associates in Nashville, Tennessee.

ANNOUNCING NAPC-L!

The long-awaited and much anticipated national commission listserv!

An overwhelming number of participants in the National Commission Forum asked NAPC to start a listserv for our members, and we are happy to announce that we have! NAPC-L gives you access to local commission members, staff, and others across the United States. To join NAPC-L, simply send an e-mail to napc@uga.edu, subject line: **Join NAPC-L.**

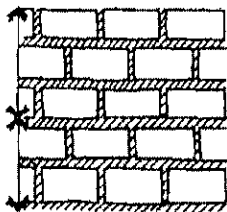
Access to NAPC-L is limited to NAPC members

THE WHAT, WHY, AND HOW OF DESIGN GUIDELINES

This article originally appeared in the May-June 2003 issue of TAR

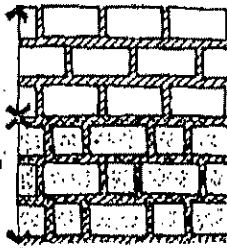
Drane Wilkinson, NAPC Executive Director

mortar, joints, and bricks are matched in original and new sections



Mismatched

color of brick and of mortar and bonding pattern in new section do not match the original



Good Match of Old and New: An example of illustrated design guidelines for brick masonry.

Source: *Guidelines & Standards For the Protection and Enhancement of the Seneca Falls Historic District, 1986.*

Many of the calls NAPC receives concern design guidelines—what they are, why they are necessary, and how a commission can use them effectively. Many of the questions we receive arise from intelligent, well-meaning commissioners and property owners, confusing guidelines with standards or bylaws. Other questions concern what guidelines should include, their organization, and whether and how exceptions can be made. The following information provides a basic overview of what design guidelines are, why they are necessary, and how they are used.

Design Guidelines are only one of four basic documents a preservation commission uses in performing its duties. The “Fundamental Four” are:

- **Local Preservation Ordinance** The local preservation ordinance (LPO) is the local law that establishes the commission, states its purpose, and states its powers and responsibilities. The LPO is based on the state preservation act or enabling legislation. The LPO often contains language taken directly from the state enabling legislation, particularly concerning powers and duties, because it must not contradict the state law or give the local commission more authority than is allowed.
- **Commission Bylaws** A commission’s bylaws are written and adopted by the commission and state how the commission will operate. By adopting and following bylaws, a commission ensures consistent operation and equal treatment of all applicants, thus building a defensible record. Bylaws do not regulate what the public may or may not do, but they regulate how a commission operates.
- **Policies and Procedures** (Not all commissions use this document) Although bylaws are a public document, they can be hard for many laymen to understand and usually contain more information than is needed to answer most people’s questions. Policies and Procedures are the public version of the bylaws and contain only basic information about how the commission operates. Since they are not usually legally binding, they should not contain anything that is not also in the bylaws.
- **Design Guidelines** Design guidelines are the written tenets according to which the commission interprets the preservation ordinance. Guidelines *guide* the applicant’s work and the commission’s decisions.

Many of the common misconceptions of a preservation commission’s rights and responsibilities and how it operates stem from a failure by commissioners and staff to understand the purpose, potential, and use of design guidelines. The following addresses the most common issues.

- **Guidelines VS Standards** Although the two terms are often used interchangeably, standards and guidelines are not the same. Standards are general criteria against which work can be measured. Guidelines are specific instructions for how to meet standards. For example, “Antique masonry shall be preserved” is a standard and “Avoid sandblasting antique masonry” is a guideline for meeting

¹The enabling legislation is the state law that, at a minimum, establishes the state historic preservation office (SHPO), states that local governments may pass local preservation ordinances and the purpose for which they may be passed.

the standard. Guidelines should not contradict standards. Many guidelines are based on *The Secretary of the Interior's Standards for Rehabilitation*².

- **Content** Design guidelines usually cover only exterior work, unless the LPO specifically gives the preservation commission authority over interior spaces. Guidelines are usually divided into several sections, each pertaining to a different type of work or building material, like wood, masonry, roofs, structural systems, windows, new construction, signage, etc.
- **Exceptions** The commission may make exceptions to the guidelines and grant a C of A for work that does not strictly follow the guidelines but in the commission's opinion, meets the relevant standard(s). When making exceptions, however, the commission must state why it is making the exception and how the proposed work meets the standard(s) in order for the decision to be defensible, should it ever be challenged. This information would typically be contained in the finding of fact for the motion to approve the proposed work.
- **Illustrations** Many design guidelines are illustrated, some more extensively than others. Illustrations help property owners and commissioners understand the information and can make the guidelines more user-friendly.
- **Numbering** Guidelines are typically numbered so that they can be easily referenced by commissioners when reviewing applications and making motions. Numbering is usually by section and specific guideline. For example, if the second section of the guidelines was masonry and it had seven separate guidelines, the section would be section 2.0; the guidelines would be numbered 2.1, 2.2, 2.3, etc. through 2.7.
- **Accessibility** Guidelines are a public document and must be available to the public from an official place like town hall. They may also be made available to the public through other venues such as the Internet, public library, and local preservation organizations.

But wait! There's more!

Design guidelines have an additional use apart from helping keep your commission out of court—they can be an effective public relations tool. By providing property owners with clear, accurate information about the care and maintenance of their old buildings and how to achieve compatibility for infill construction, design guidelines can show your commission to be the supportive preservation partner it is.

²*The Secretary of the Interior's Standards for the Treatment of Historic Properties. 1992, United States Department of the Interior, Washington, D.C. The Standards are neither technical nor prescriptive, but are intended to promote responsible preservation practices that help protect irreplaceable cultural resources. The Standards provide philosophical consistency to the treatment of historic resources.*

CAMP

Commission Assistance and
Mentoring Program

Remember summer camp?

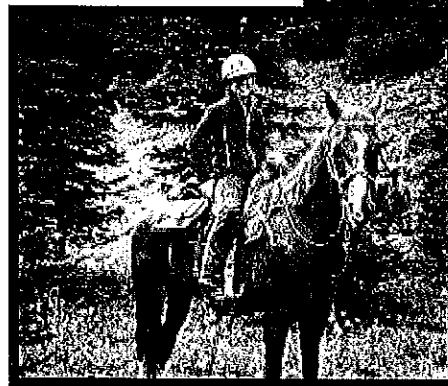


You had fun, made friends, and learned things you never thought possible while the counselors did all the work! NAPC's Commission Assistance and Mentoring Program (CAMP) works just the same way.

It's an intensive, high-energy program customized to meet your training needs. Nationally recognized CAMP counselors drawn from local preservation programs across the country provide the highest quality training in an atmosphere of camaraderie and celebration.

Every CAMP is built around NAPC's four-point curriculum:

- The legal framework of local preservation
- Identifying and protecting historic resources
- The commission's role and responsibility
- Public support and outreach



CAMP Details

ONE DAY CAMP

One Day CAMP features three nationally recognized experts and focuses on preservation commission fundamentals that every commission member should understand. The customized curriculum includes Legal Issues, Standards and Guidelines, and *two* additional topics from the CAMP Menu.

Please call for details!

DAY AND A HALF CAMP

The customized Day and a Half CAMP curriculum includes preservation commission fundamentals and builds upon them to explore more topics in greater detail. Four nationally recognized experts explore Legal Issues, Standards and Guidelines and *four* additional topics from the CAMP Menu.

Please call for details!

Call or write NAPC at 706-542-4731 or napc@uga.edu for more details about hosting a CAMP...We'll be glad to come pitch our tent at your CAMP site!

THE ART OF NEGOTIATION

This article originally appeared in the November - December 1997 issue of TAR

Leah J. Konicki, AICP

The new owner of a turn-of-the-century bank building applies for a Certificate of Appropriateness to paint the building in a jazzy new paint scheme, reflecting the building's new use as an art gallery. The glazed brick façade has never been painted.

The owner of a rambling Queen Anne house with a delicate wraparound porch applies for permission to replace the historic wood windows with vinyl replacement windows, citing the high cost of heating the house during the winter months.

The owner of a boutique furniture store would like to demolish the building adjacent to his, complaining the property is not historic anyway and, besides, he needs additional parking for his customers.

Each of these scenarios is familiar to members and staff of historic preservation commissions. They can also be some of the most difficult issues local preservation commissions face. Yet there are proven negotiation techniques staff and boards can use in attempting to solve these thorny preservation issues, at the same time reducing conflict and decreasing the negative impressions of historic preservation these situations can imprint in the minds of the public. Unfortunately, negotiation skills are not often taught in the preservation, planning, design, and history programs which many historic preservation professionals have as their background or training workshops for commission members. As a result, negotiation techniques tend to be acquired through on-the-job training. After more than a decade of work with local design review boards, historic tax credit projects, and Section 106 reviews, I have developed some techniques for working through the often thorny issues each of these reviews can involve. These techniques are based on information from a variety of books and articles on conflict management and negotiation. One of the best resources is a 160-page book entitled *Getting to Yes: Negotiating Agreement Without Giving In* by Roger Fisher and William Ury.¹ This article will outline some steps in the negotiation process to provide a framework for preservation commissions and their staffs.

According to the *Oxford American Dictionary*, the verb negotiate means "to try to reach an agreement or arrangement by discussion." In an informal sense, negotiation is something we do everyday.

What is Negotiation? According to the *Oxford American Dictionary*, the verb negotiate means "to try to reach an agreement or arrangement by discussion." In an informal sense, negotiation is something we do everyday. Deciding on a restaurant with friends, helping a child pick clothes to wear to school, and arranging meeting times are all examples of negotiations. There are several key components to any negotiation, as discussed in details below.

Try to understand the applicant's point of view. When someone requests permission for work that conflicts with our guidelines, one of the first things I do is ask questions to find out just what the applicant is trying to accomplish. In most cases, the answer is to reduce heating and cooling costs, to reduce the amount of maintenance required, or to save money on the remodeling costs. In some cases, the answer is to improve the appearance of the building or to update its look. By getting at the underlying reasons for the proposed work, it is sometimes possible to present alternatives to help applicants meet their stated needs.

Avoid confrontational language. Diplomacy is critical to every negotiation situation. For example, not long ago I received a phone call from an owner of rental property who was inquiring about installing vinyl siding on her brick building. My first instinct was to blurt out, "Why on earth would you want to do that?" I managed to catch myself in time, and instead asked, "What is the advantage to siding?" (The answer, perhaps not surprisingly, was to make the building maintenance free!)

Two words to avoid when dealing with potentially controversial situations are "you" and "why."² They are both loaded and their use can cause any discussion to become downright unpleasant before you know it. Instead of phrases such as "Why would you want to do this?" consider, "It isn't clear to me what the basis for this proposal is." Avoiding the use of "you" can help applicants save face and keep them from feeling it is necessary to defend proposals to the limit.

Another phrase to avoid altogether is "because the guidelines [or ordinance] says so." Most people accept rules and regulations with greater ease when they understand the logic behind them. Rather than saying "because it says so right here," explain "our guidelines recommend not painting unpainted brick because it creates an on-going maintenance problem for the owner." Along these lines, it is helpful to have readily available guidelines, which if possible, can be distributed free of charge to applicants. Our guidelines used to be quite thick, and were stored in a big black binder. There was only one copy of that binder, and it was mine. I was never comfortable telling an applicant, "you can't have the type of sign you'd like because it says so right here." When we developed new guidelines, I made sure they were well illustrated, in plain language, and easily reproduced for wide distribution. I can now hand applicants copies of our guidelines and point out the relevant language to them. I'm more comfortable, and hopefully, so are the applicants.

Make sure applicants understand the design review process. Applicants should also be given all information about the design review process, including the process for appeals. If your local regulations allow for staff approval of some items, use it as a negotiating tactic. We have found it sometimes helps to tell an applicant, "Look, I can't approve what you're proposing, which means you'll have to go to our preservation commission. Their next meeting is scheduled for a week from Monday. However, if you can agree to do the project in a way that meets our guidelines, I can approve your application today and you can get all your permits."

Just as providing copies of your design guidelines can facilitate discussions, outlining the complete process, including how to appeal a decision of the preservation commission, gives you credibility with the applicant. Use this to your advantage by providing applicants with complete information about their potential route through the system.



Most people accept rules and regulations with greater ease when they understand the logic behind them.

Be a problem solver. The most consistently helpful tack to take with applicants is to be a problem solver, someone who can help identify alternatives. It can be much more effective to say, "Have you considered doing your project this way?" rather than simply saying, "no, you can't do it." Very often applicants are just not aware there may be another way to tackle a problem; by presenting them with alternatives, you may accomplish two things. First, applicants may choose alternatives which are more in keeping with preservation principles; second, and perhaps more importantly, if applicants can select from acceptable alternatives, they feel they have retained control. (Of course, for commission members—as opposed to staff—suggesting alternative designs is not appropriate, especially in a commission meeting. This role should be left to commission staff.)

Be informed. One of the most effective negotiation tools commission staff and members can have is information. Technical information is found in various publications, including *The Alliance Review*, Preservation Briefs series from the National Park Service, and *Old House Journal*. Whenever possible, I offer this material to applicants to provide information that may help them understand the logic behind our recommendations. Again, when presenting this information to applicants, be as diplomatic as possible, using language such as "were you aware..." or "studies have shown..."

Use other tools. Sometimes, other regulations and codes can help in the negotiation process. For example, a recent applicant requested permission to add a new window opening on the side of a building where no window had been located. Although the local design review board probably would have approved the request, a check with the local building code officials revealed a window in the requested location violated the code. Zoning codes often regulate the size and locations of parking pads or garages, and may address fence heights and design. Signs in historic business districts also are subject to zoning approval.

In addition to local regulations, there may be incentive programs a property owner can utilize. For example, for properties located in both local and National Register Historic Districts undergoing substantial rehabilitation as income-producing property, owners can utilize the federal Investment Tax Credit for Historic Preservation. This valuable incentive is a 20% credit on the amount of money spent on the rehabilitation of a certified project; it also includes a review of the proposed work. Make sure applicants are aware when projects are eligible for these tax credits. As the saying goes, money talks, and a 20% return on the investment in a historic building gets the attention of most people. Check with your State Historic Preservation Office for assistance in answering questions about proposed work items, and share this information with the applicant. It can take the pressure off the local review if proposed work does not meet the federal design standards.

Use resource people. It is helpful to develop relationships with your colleagues in city hall, especially those individuals who work with the housing and building codes. When I was still new to my job, I relied on the expertise of the city's rehab staff to help understand some of the proposals coming before our local design review board. For example, on one occasion an applicant requested permission to apply vinyl siding to a frame townhouse with gingerbread and shaped shingles on the front façade. The owner complained she was unable to keep paint on the building; after only a year, large blisters would develop, and before long the paint would peel off. After conferring with our rehab staff, I learned about the insulation that had been blown into the wall cavities of this house. In all likelihood, this insulation was contributing to the exterior paint problem, as the building was no longer able to breathe. The compromise solution was to allow vinyl siding to be installed on the plain side and rear elevations, with the front façade preserved. Developing a relationship with my colleagues helped me understand this issue and develop a solution that was indeed "win-win" for all involved.

Don't let them personalize the issue. Negotiations can be especially difficult when the applicant attempts to blame the staff person or board members as individuals for a design review decision. Sometimes this is an honest misunderstanding, but it can also be a negotiation ploy.

On one occasion I was meeting with an investment tax credit applicant and his architect. The owner hoped to fill in a second floor side porch to create additional interior space. Because it was an original porch with Eastlake detailing, our State Historic Preservation Office felt this would result in a denial of the project by the National Park Service. The property owner asked me why I would not let him fill in the porch. I responded, "I am not telling you that you cannot fill in the porch. I am telling you if you fill in the porch, the project will no longer qualify for tax credits. It is your decision." He changed his demeanor, and left the porch open.

Separate the people from the problem. As the last example illustrates, it is important to keep the issue under discussion separate from the people involved.

**Don't let them
personalize the
issue . . . Sometimes
this is an honest
misunderstanding,
but it can also be a
negotiation ploy.**

Do your homework. Be familiar with the buildings in your local district. My files contain a black and white 35mm photograph of each building in our local districts; these are invaluable in discussing design proposals with applicants, and can reduce the time it takes to review applications.

Have them do their homework. Whenever possible, encourage the applicant to explore alternatives. I once met with a building owner who planned to paint the decorative trim on an unpainted brick building; he first proposed a scheme of five colors. I suggested five colors were too many, but he was convinced it was the right approach. I encouraged him to buy small quantities of each color and try a test area on the building. He returned to my office a few hours later with a simpler color scheme and the statement, "If you had insisted I not use these colors, I would have fought you tooth and nail. As it turns out, you were right; there were too many colors." By encouraging him to explore alternatives, I helped him reach an informed decision that was his own.

Take a course or seminar in negotiation techniques. If you'd like to learn more about negotiation, in addition to the books mentioned, consider a course or seminar at a local college or university in negotiation and/or communication techniques. Courses with qualified instructors can help reinforce the suggestions outlined in this article.

Accept your losses and move on. A final note: even when utilizing these suggested approaches to negotiation, there are times when nothing works. When that happens, give it your best shot and then let it go. One summer Friday, I was asked by the city's building inspector to talk to the owner of a historic building outside our local districts about his plan to sandblast his building. I talked with the property owner for almost an hour, explaining to him that in the long run he would be doing more harm than good by sandblasting the brick. At the end of our discussion, I was convinced I had gotten through to him. Early the next week, however, I learned that he had sandblasted the building. I had given it my best shot, and the owner made his own decision. I was disappointed, of course, but realized that there was no way to undo what had been done.

Negotiation is an integral part of every preservation job, and learning basic communication and negotiation skills can smooth the road and make even the hardest part of the job – telling applicants "no" – a little easier to do.

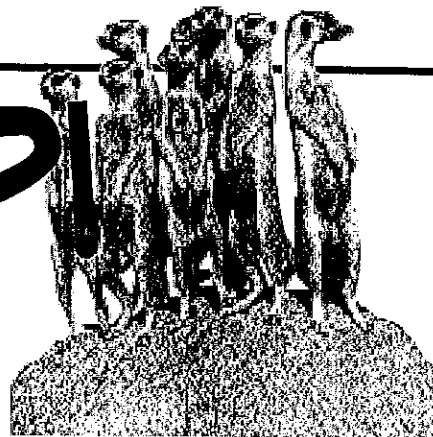
Happy negotiating!

Leah J. Konicki, AICP was the Preservation Officer for the City of Covington, Kentucky at the time this article first appeared.

¹ Fisher, Roger and William Ury. *Getting to Yes: Negotiating Agreement Without Giving In.* New York, NY: Penguin Books, 1983.

² For a complete discussion of "Eleven things never to say to anyone," and other verbal negotiation techniques, I recommend *Verbal Judo: The Gentle Art of Persuasion* by George J. Thompson, PhD. (New York: William Morrow & Co., 1993.)

HEADS UP!



WELCOME TO HEADS UP!

Heads Up! is a regular feature of *The Alliance Review* providing information about legislative and policy issues on the national, state, and local levels affecting preservation commissions throughout the United States. In *Heads Up!* NAPC members also learn what they can do as preservation advocates at home. Be proactive! Seek opportunities to educate the community about preservation, its benefits, and the commission. Here are twelve simple ways you can provide a strong voice for preservation in your community.


- I. Contact the local chamber of commerce for contact information for community groups to address.
- II. Make a slide show or Powerpoint presentation using pictures of local districts and sites. A local survey may be a good source for this material. Keep it simple and direct, avoiding "Bells and Whistles" that might distract the audience from the information.
- III. Discuss architectural styles and the history of local districts and other areas that might be eligible for designation.
- IV. Show details of the local buildings. Teach your audience to "look up" many people have never taken the time to examine the buildings around them. By showing them things they've never noticed, you can pique their interest.
- V. Leave out preservation jargon. If you must use jargon or terms your audience can't be expected to understand, take the time to explain them.
- VI. Aim to educate during your presentations. Keep your comments to the point and avoid digressions or "Giving a guided tour of all things historic."
- VII. Always make the talk positive in spirit, never negative. You might be disheartened by recent political developments or the attitude of some property owners; but leave it at home. Folks aren't likely to be attracted to your cause if they are turned off by your attitude.
- VIII. Give a strong, targeted message, aimed specifically toward your audience. For example, a talk about the economic benefits of historic preservation might be of interest to a business owners organization that would fall asleep during a slide show of local architecture that the neighborhood association would find interesting.
- IX. Use BEFORE and AFTER photographs. Show positive projects that have been successfully completed in the community. Emphasize the commission's role.
- X. Always have time for questions and discussion. Answer questions to the best of your ability and encourage your audience to talk. The discussion will not only help you get the information across, but it will also help you understand how the community perceives the commission and its work.
- XI. Distribute commission brochures or copies of your guidelines that explain the commission's work and role in the community.
- XII. Always remember that you represent the commission. Be professional and avoid involvement in discussions regarding policy decisions and personalities.


Seek opportunities to educate the community about preservation, its benefits, and the commission.


Remember, if the local preservation commission reaches out to the community before there is a problem, it will have the advantage when challenged, so get out there and be an advocate!


STATE NEWS

Editors Note: State News & Notes is a regular feature of The Alliance Review in which NAPC highlights current and emerging commission issues and work around the United States. Contributions to State News & Notes are always welcome and appear as space allows. For this special sample issue of The Alliance Review, we are featuring some of the comments NAPC members have made in surveys, CAMPs, and conferences over the years.


 NAPC makes my job easier by providing much needed information I can't get anywhere else. For some projects, I'd be completely lost without NAPC's help.
Julia Reed, Landscape Architect, Miami, Florida


 As the statewide resource for Georgia's Historic Preservation Commissions, I can't imagine not having access to the technical assistance NAPC provides through its knowledgeable staff and board members. NAPC's training programs are an exemplary model for the rest of us.
Jennifer Lewis, Georgia State CLG Coordinator


 We appreciate *The Alliance Review* and have and do refer to it as we prepare to address certain issues. Back issues are filed away for future reference. Thank you for preparing such a handy publication.
Southwick, Massachusetts Historical Commission


 If commissions have not already joined NAPC, I would really encourage them to without delay. In addition to NAPC's biennial National Commission Forum, which is the best preservation commission training in the world, NAPC has the Commission Assistance and Mentoring Program (CAMP), and a great bibliography of "must read" information for preservation commissioners. When I was just starting out in the preservation commission business, NAPC was a lifesaver. I would make a call to NAPC and receive wonderful support and information.
Jo Ann Radetic, Missouri State CLG Coordinator


Alliance Review topics are informative and timely. The ideas are "real"...they provoke discussion, and are invaluable to those of us who "do the work."
Ole Worl, Preservation Maalaea


 We live for *The Alliance Review!* It has information that we can use and doesn't beat around the bush. NAPC is our lifeline.
Vivian Lewis, Wachapreague, Virginia

 The time spent at CAMP sessions was very worthwhile...especially for those commissioners who have not had much exposure except through self-education. The practical information on local ins and outs that HPRCs can do to preserve towns will be very beneficial in the future. The design review and legal presentations were excellent!
CAMP Participant, Montville, New Jersey (2006)


 After attending CAMP, I realize that I need to become more proactive in getting our neighborhoods alerted as to how the HPC can help protect their continuing existence.
CAMP Participant, Las Vegas, Nevada (2006)

 I now see that training for other commissions, community awareness and the procedural aspects of our meetings is extremely important. My thanks to all of the CAMP trainers!
CAMP Participant, Eureka Springs, Arkansas (2005)


 The approach to formulating and using design guidelines – and outlining ways to simplify guidelines – was extremely informative. So glad I made the trip to CAMP!
CAMP Participant, Olympia, Washington (2005)

 CAMP provided good suggestions about how to improve our review board...commissions need this info! The information on takings, economic hardship, due process, demo by neglect and enforcement issues helped me understand the broad scope of my job.
CAMP Participant, Indianapolis, Indiana (2004)


& NOTES

 Great presenters in terms of content, communication, skills, personalities; loved it!! Reinforced issues that I'm always trying to tell people!


CAMP Participant, Telluride, Colorado (2004)

 I now understand how important it is for the commission members to be better prepared... and learn and familiarize themselves with design guidelines. Sharing experiences with other CAMPers made me realize that we have to stop criticizing staff at meetings, and that we need to show respect for the opinions of others.


CAMP Participant, Mobile, Alabama (2003)

 Meeting people in other communities and hearing their problems gave me the feeling that I'm not alone. Tips on gaining public support will be every useful. Enjoyable and informative!


CAMP Participant, Brookings, South Dakota (2003)

 The legal, ethical and outreach information provided at this workshop was excellent.


CAMP Participant, Providence, Rhode Island (2002)

 I'm returning to my job better trained and scared to death (many challenges ahead and many good ideas I want to implement)!


NAPC National Commission Forum Participant, Baltimore MD (2006)

 You guys are phenomenalll! Talking to other working and volunteer preservationists is a must...and this conference provides for this!

NAPC National Commission Forum Participant, Baltimore MD (2006)

 Forum provided a good review of the basics and building blocks of preservation for local commissions. The presentations were excellent and comprehensive.


NAPC National Commission Forum Participant, Baltimore MD (2006)

 Forum is the only opportunity that many of us doing the down and dirty work at the local level have to interact with other preservationists dealing with the same issues.


NAPC National Commission Forum Participant, Indianapolis IN (2004)

We receive more help, support, and genuinely useful information from NAPC than any other organization. Even if it is just to offer a sympathetic ear, the NAPC staff is always there and responsive to our needs.

The Alliance Review Readers Survey Response

 NAPC really gets it! Whenever I'm asked to write something for *The Alliance Review*, I'm more than happy to do so because I know the information will be used by people who are really out there doing the work and taking the blows for preservation. Small town, big city, or something in-between, NAPC has got your back and doesn't disappear when the going gets rough.

Raoul Adams, Belfast, Maine

 I think NAPC should adopt the motto, "Ask, and Ye Shall Receive." Not only do they have a wealth of relevant preservation information for all members, they respond to questions and requests for literature at an accelerated pace! Moreover, I frequently reference my copies of *The Alliance Review* for technical assistance quandaries. This informative newsletter is an essential part of my preservation library.

Paul Trudeau, Cambridge Historical Commission, Cambridge, Massachusetts

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Center for Community Design and Preservation
College of Environment and Design
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Athens, GA 30601

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Join the National Alliance of Preservation Commissions...*TODAY!*

Who We Are

Become part of the national network of local preservation, historic district, and landmark commissions and boards of architectural review. Organized in 1983 to help local preservation programs succeed through education, advocacy, and training, The National Alliance of Preservation Commissions is the *only* national non-profit organization dedicated to local preservation commissions and their issues. NACP is a source of information and support for local commissions and serves as a unifying body giving them a national voice. As a member of NACP, you will benefit from the experience and ideas of communities throughout the United States working to protect historic districts and landmarks through local legislation, education, and advocacy.

Membership Benefits

© The Alliance Review, a newsletter filled with practical information for staff and members of preservation commissions.

© NACP-L, NACP's listserv gives you access to local commission members, staff, and others across the United States.

© A resource center of information, including educational materials, forms, guidelines and ordinances developed and used by commissions across the country.

© Technical seminars and conferences, special regional events, and an annual meeting and workshops for commissions held in conjunction with the National Trust's Annual Conference.

© A voice for your commission in Washington with the National Park Service, the National Trust, the Advisory Council, Preservation Action, and the National Conference of State Historic Preservation Officers.

Membership Categories

- \$35 Individuals/ Commissions with a budget under \$500
Communities with a population under 5,000 or local non-profit organizations
 - \$80 Commissions with a budget of \$500 - \$5,000
Communities with a population of 5,000-50,000 or regional or statewide nonprofit organizations
 - \$130 Commissions with a budget over \$5,000
Communities with a population over 50,000, national non-profit organizations, businesses, state governments, or sponsoring associates
 - \$250 Chair's Circle - Honoring past Chairs of the NACP Board of Directors,
 - \$500 Founder's Circle - Honoring NACP's Founders
-

Name of Organization

Contact Person

Address

City

State

Zip Code

Phone

Fax

Email/Website



Michigan Humanities Council

The Way We Worked Traveling Exhibit Application



Synopsis

The Way We Worked is a Smithsonian Institution traveling exhibit that explores the importance of work in American culture by tracing the many changes that affected the workforce and work environments over the past 150 years.

The Michigan Humanities Council is coordinating the exhibit's tour in Michigan and seeks six partner organizations in rural communities to host *The Way We Worked* in 2012-2013. The Council encourages partnership and collaboration, and views the application process as a community endeavor.

About the Exhibit

The Way We Worked, adapted from an original exhibition developed by the National Archives, draws from the Archives' rich photographic collections to tell the story of work in American culture. Why, where, and how do we work? What value does work have to individuals and communities? What does our work tell others about us?

The exhibition will offer multiple interpretive opportunities for visitors through large graphics, along with relevant objects. Through audio components and photo flipbooks, workers tell their own stories. Films follow workers into their workplaces. Interactive components introduce visitors to the experiences of multiple generations of families involved in the same work. A companion website allows host communities to create online exhibitions on their local work history and invites visitors to share their own work experiences.

The exhibit consists of five free-standing sections, with video, audio, and interactive components, along with artifacts mounted in cases and exhibition banners. It requires 650 ft² of floor space.

The Way We Worked is organized by the Smithsonian Institution Traveling Exhibition Service and is adapted from an original exhibition developed by the National Archives and Records Administration. The exhibition curator is Dr. Bruce Bustard, senior curator, National Archives and Records Administration.

Credits

The Way We Worked has been made possible in Michigan by the Michigan Humanities Council. *The Way We Worked* is part of Museum on Main Street, a collaboration between the Smithsonian Institution and state humanities councils across the country. Support for Museum on Main Street has been provided by the United States Congress.

Host Responsibilities

- Identify a staff member to serve as project director for the exhibit and related programs.
- Provide 650 ft² of climate controlled, secure exhibit space that is under constant surveillance.
- Work within guidelines to install and deinstall exhibit in a timely manner.
- Collaborate with community partners to develop robust public humanities programs that support the exhibit, including an opening event.
- Conduct an extensive public relations campaign to ensure widespread community participation.
- Track attendance, maintain budget records, and submit assessment forms for exhibit-related activities.

Selected Hosts Receive

- Exhibits, rent-free, for four to six weeks.
- Free exhibit shipping.
- Opportunity to apply for \$1500 grant to support local programming
- Resource notebook, educational materials, and promotional materials.
- Program planning assistance.
- Access to a humanities scholar for consultation and public presentations.
- Travel expenses to attend training workshops (two: Fall 2011, Fall 2012).



Questions? Contact Michigan Humanities Council at 517.372.7770 or email [gparker@mihumanities.org](mailto:gpark@mihumanities.org).



The Way We Worked Traveling Exhibit Application

Eligibility

- Nonprofit organizations in rural communities with maximum population of 20,000.
- Communities with four-year colleges or universities are not eligible.
- Exhibitor may not charge separate admission fees for the exhibit.
- Exhibit space must be open to the public.
- Questions? Contact Gregory Parker at gparker@mihumanities.org or 517.372.7770.

Application Process

- Complete the application and submit via postal mail or email:
Michigan Humanities Council
119 Pere Marquette Dr., Ste. 3B
Lansing, MI 48912
gparker@mihumanities.org
- Applications evaluated based on quality of supporting programs, strength of collaborations, level of community engagement, and geographic location.
- Application deadline April 1, 2011 (postmark or email receipt). Host sites will be announced no later than May 1, 2011.

Host Organization Information

Organization Name

Address

City

Zip

Phone

Fax

Legislative Districts:

U.S. Congress

State Senate

State House

Staff:

Full Time

Part Time

Volunteer

Months of Operation

Hours of Operation

Describe Service Area

Est. Service Area Population

Est. Annual Visitors

Does regional tourism play a role in attracting visitors to your organization? If so, please briefly describe.

Project Director Information

Project Director Name

Project Director Title

Project Director Email

Exhibit Space Information

Where would the exhibit be installed? Describe this space.

Exhibit space checklist:

- Climate control: Yes No
 Direct sunlight effused or eliminated: Yes No
 >650 ft² of continuous area: Yes No
 Secured area under constant surveillance: Yes No
 Available exhibit crate storage (50 ft²): Yes No

What months would be best for your organization to host the exhibit? Dates approximate; mark first and second choices:

- Sept-Oct 2012 Nov-Dec 2012
 Jan-Feb 2013 March-April 2013
 May-June 2013 July-Aug 2013

Short Answer Questions

Please answer the following questions on a separate sheet of paper.

1. Why is your community interested in hosting *The Way We Worked*?
2. How will your organization work with community partners to expand the exhibit's reach?
3. Please outline your community's plans for supporting public humanities programming.