

Historic Preservation Commission

Duties

- To hear and decide requests for Certificates of Appropriateness within local historic districts, submitted by owners of properties in those districts, on matters that exceed the authority of the Planning staff.
- To review and recommend to the Planning and Zoning Commission the modification of boundaries for the existing local historic districts, or the addition of new districts.
- To review and revise the Design Guidelines which are used as a basis for evaluating the cases that come to the Commission for Certificates of Appropriateness.
- To undertake fostering of historic preservation in the form of resolutions, endorsements of private and public preservation efforts, the keeping of a local inventory, the hosting of informational meetings, and the initiation of publications related to the local historic resources in the High Point. The Commission may also initiate projects such as changes to the ordinance, promotion and review of public works affecting a district, or initiation of rotating loan funds for physical renovations.

Qualifications

- Commission members must have a demonstrated interest in historic preservation and reside within the corporate limits of the City of High Point, or within its extraterritorial jurisdiction. The State Historic Preservation Office expects the City to make a good faith effort to locate people with training in architecture, history, historic preservation, or archaeology. If a commissioner is filling one of the seats reserved for a member of an established local historic district, he or she must reside within that district.
- Members should be able to make impartial decisions that are based on the interpretation of facts that are established during the public hearing.
- Deliberation takes place during the meeting and in front of the applicant. Members should not be easily intimidated, and should be a willing participant in the discussion of each case.
- Members of the Commission should be inquisitive, and not afraid to ask questions until he or she is satisfied that all relevant information has been reported, and the facts of the case are clear.
- Commission members must have some familiarity with basic architectural design concepts (such as being able to read building elevations and site plans), visualize spatial relationships, and understand technical problems.

Responsibilities

- Members are expected to attend all regularly scheduled meetings. This is important because a quorum of members is required for consideration of a citizen's request for a Certificate of Appropriateness. This Certificate is required for issuance of a building permit for a project within a local historic district. Meetings are scheduled monthly, and generally last about one hour, but may occasionally be longer due to the number or complexity of cases.

- Members are expected to become familiar with *High Point Design Guidelines*. In addition to procedural information, the guidelines contain regulations and guidelines for both existing and new construction in the historic districts.
- It is the responsibility of commission members to disclose any financial interests, close business ties, close family ties, or any other relationship with an applicant that affects, or would appear to affect, his or her ability to make an unbiased decision.
- A good faith effort is expected of members to attend at least one workshop, conference or training session pertaining to historic preservation or related fields each year. Besides the educational benefit, attendance helps the City retain its status as a "Certified Local Government" with the State Historic Preservation Office.

More Information

For further information about the High Point Historic Preservation Commission, or how to place your name in consideration for appointment to the Commission when a vacancy occurs, contact the High Point Planning and Development Department at 336-883-3328.