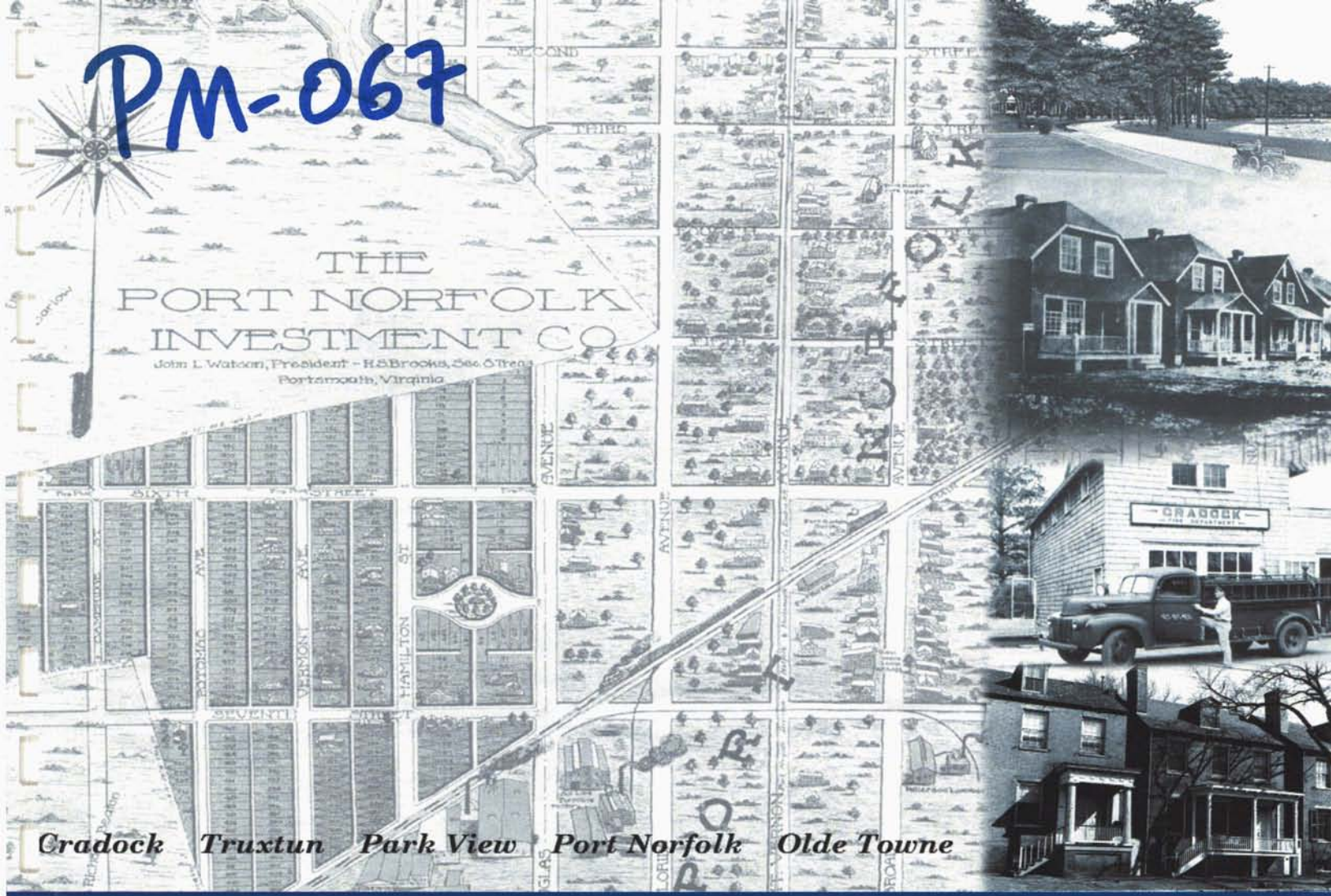


PM-067



THE PORT NORFOLK INVESTMENT CO.

John L. Watson, President - H&B Brooks, Sec. & Treas.
Portsmouth, Virginia



Cradock Truxtun Park View Port Norfolk Olde Towne

FOCUS *Historic Districts*



Portsmouth
Historic Districts'
Report

January 2007

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Department of Historic Resources

F  **CUS** *Historic Districts*

Portsmouth Historic Districts' Report

January 2007





ACKNOWLEDGEMENTS

CITY of PORTSMOUTH

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Joanna Hall, Cradock Civic League
Jennifer Lee, Park View Civic League
Jon Berry, Port Norfolk Civic League
Leslie French, III, Olde Towne Civic League
Peter Youngblood, CAR I Rep.
Joel Andre, CAR II Rep.
Linda Lenox, Cradock Civic League
Councilman Ray Smith, City Council Liaison

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Leslie French, III, Vice-Chairman
Kirk Berkley
Sara Steele
Joanna Hall
Patrice Ward
Miles Winter, Jr. (Alternate)
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Joel Andre, Vice-Chairman
Sallie DiVenuti
Clayton Hough
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Portsmouth Civic Leagues

Truxtun Civic League
Cradock Civic League
Park View Civic League
Port Norfolk Civic League
Olde Towne Civic League

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FOCUS HISTORIC DISTRICTS' REPORT

EXECUTIVE SUMMARY

I. Project Goals

Evaluate current historic district regulations, procedures, and guidelines
Develop public education and community input strategies for preservation program implementation
Analyze district boundaries and classifications
Update design guidelines for each district

II. Process

City Council, CARs, and staff input
Property owner and CAR questionnaires
Public workshop in each historic district
FOCUS Historic District Team recommendations

Team Members from:

- City Council
- Planning and Code Enforcement Staff
- CARs
- Civic Leagues

III. Areas of Recommendations

A. Historic District Regulation

- Establish 3 levels of design review and additional administrative review
- Consolidate the CARs and change name to Historic Preservation Commission
- Expand administrative review according to new design review matrix
- Overhaul recruitment and selection process for Commission members

B. Design Review Process and Procedures

- Revise Commission procedures and training to reflect national standards
- Join National Alliance of Preservation Commissions (NAPC)
- Follow NAPC procedural recommendations
- Clarify submission requirements and update application
- Create Commission procedures manual and train members on same
- Create supplemental education program including NPS and NAPC materials
- Revise and improve the appeals and enforcement process
 1. Revise zoning ordinance language
 2. Send a follow-up letter to all applicants
 3. Create Appeals committee
 4. Dedicate Zoning Inspector for historic districts
 5. Increase fines to deter willful violations
- City Assessor's office notify Planning Dept. on HD ownership changes
- Verify flagging of all historic district records in Building Permit department
- Provide orientation on new process and procedures to City Council



FOCUS HISTORIC DISTRICTS' REPORT

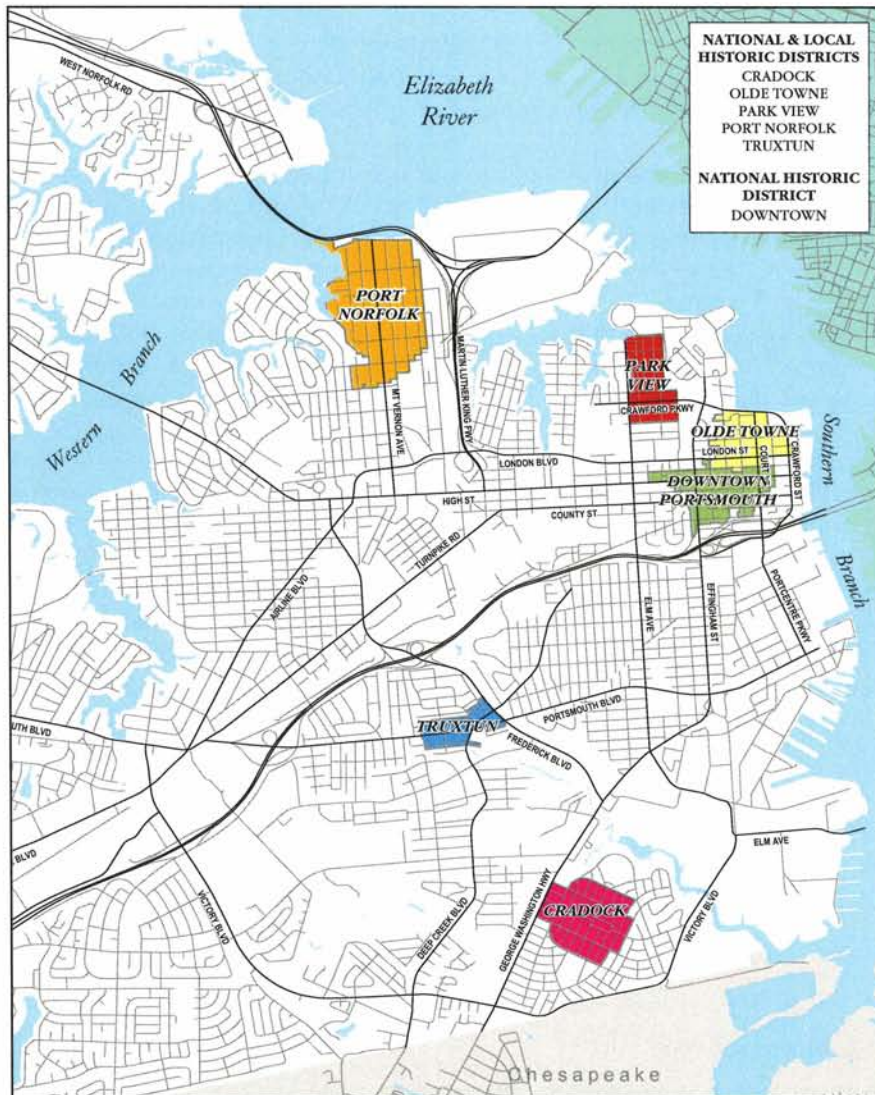
EXECUTIVE SUMMARY

- C. Historic Districts' Boundaries Revisions
- Port Norfolk: Possible boundary increase at southern end of 600 block of Mount Vernon Street
 - Park View: Possibility of including a number of blocks on the west side of Elm Avenue
 - Cradock, Truxtun, Olde Towne: No changes recommended at this time
- D. Proposed Financial Incentives
- Publicize current local, state, and federal incentives
 - Strongly encourage funding of Historic Portsmouth Foundation
 - Create a low-interest loan program with local banks
 - Establish limited emergency grants for stabilization of historic structures
- E. Public Education Implementation
- New informational materials for public (also posted on website)
 - design guidelines
 - brochure and map
 - application checklist
 - review process flow chart
 - design review matrix
 - Links from civic league websites to above materials
 - Annual workshops with civic leagues and Commission
 - Contractor certification program
 - Continue annual mailings to property owners
 - Establish Historic Portsmouth Foundation
 - Publicize project: National Historic Preservation Week/Month in May 2007
- F. Scope of Revised Guidelines
- Develop to reflect changes in ordinance and procedures
 - Adopt by Commission, City Council, PRHA, historic district civic leagues
 - Include checklists for project review
 - Conduct training sessions for civic leagues and Commission
- G. Next Steps
- Provide opportunity for public input
 - Post Draft Report Recommendations to City website
 - Hold public hearing/workshop
 - Adopt recommendations by City Council
 - Implement changes to ordinance, procedures and guidelines

I. HISTORIC PRESERVATION BASICS



I. HISTORIC PRESERVATION BASICS



FOCUS Historic Districts

A. Preservation Overview

1. Identify

The first step in preservation is the identification of a locality's historic resources. This is done through developing the area's historic context – What makes Portsmouth historic? As cities and neighborhoods develop through time, each generation leaves its physical imprint on the community. The results are periods of various architectural styles, building types, street patterns and open spaces.

These individual buildings, neighborhoods and commercial areas become more distinctive and treasured as they survive subsequent generations of development. Included in this step is the definition of the study area, a survey of its historic resources, and a summary of the findings in a report.



I. HISTORIC PRESERVATION BASICS

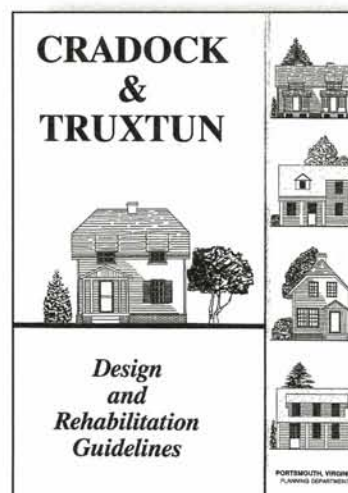
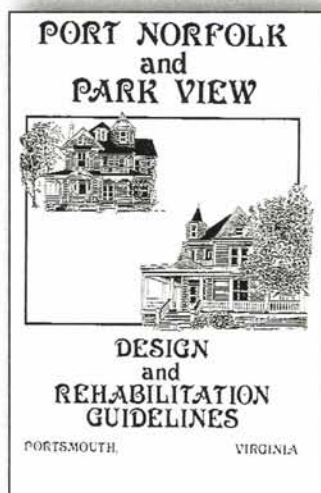
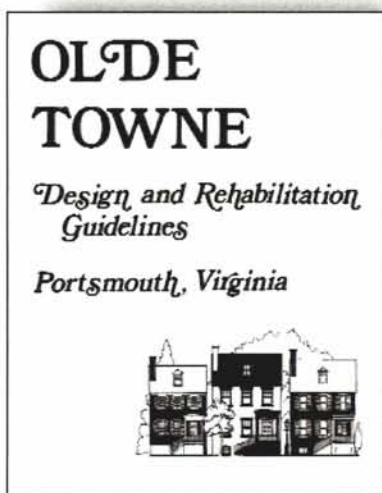
2. Designate

Using the report created in step one as a basis – the second step is designation. At some point in time the best of these identified areas is recognized by the community as having architectural, historic and cultural significance. There are three types of designation: federal, the National Register of Historic Places; state, the Virginia Landmarks Register; and local, through the creation of overlay zoning. Through local government policy, they are designated as individual landmarks or historic districts; and Commissions of Architectural Review (CAR) architectural review boards (ARB) or historic preservation commissions (HPC) are established to protect and reinforce the distinctive character for these structures and areas. All of the districts in Portsmouth have been designated previously as federal, state and local historic districts.

3. Protect

The third step in preservation is the protection of the identified and designated historic resources. This step can be accomplished through a number of avenues including promotion of the unique qualities of the district through public education; financial assistance programs at the national, state and local levels; technical assistance through the City staff, civic leagues and other local non-profit organizations; and through regulation of such historic district zoning and design guidelines. The local review process requires that a building owner receive a Certificate of Appropriateness (COA) from the Commission of Architectural Review before the owner applies for a building permit and starts work. Thoughtful design guidelines can assist the CARs and property owners in reinforcing these irreplaceable physical characteristics as they oversee and carry out changes to properties and districts.

The current historic district guidelines were written by the Planning Department in the 1980s.





B. Definition of Historic Character/Integrity

Preserving historic character generally means maintaining the general original appearance of a house as it was designed. This means keeping the original form and shape of the house, retaining the original exterior siding and other materials, and elements such as porches, windows and doors. Original materials and elements should be preserved and if deteriorated, should be repaired rather than replaced. If replaced, the material and design should replicate the original as closely as possible.

Historic integrity is the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic period and is a composite of the seven qualities listed below:

- Location
- Design
- Setting
- Materials
- Workmanship
- Feeling
- Association

Historic integrity enables a property to illustrate significant aspects of its past through the retention of physical materials, design features, and aspects of construction.



A shingle-clad front-gable house in Cradock retains a high level of historic integrity.



I. HISTORIC PRESERVATION BASICS

C. The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation express a basic rehabilitation credo of "retain, repair, and replace." In other words, do not remove a historic element unless there is no other option, do not replace an element if it can be repaired, and so on.

Rehabilitation is defined as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values."

First developed in 1979, these Standards have been expanded and refined, most recently in 1995. They are used by the National Park Service to determine if the rehabilitation of a historic building has been undertaken in a manner that is sensitive to its historic integrity. They are specifically used in evaluating projects for federal tax credit incentives and also for state certified rehabilitation tax credits in Virginia.



The ten Standards are very broad by nature since they apply to the rehabilitation of any contributing building in any historic district in the United States. These Standards are the most broadly recognized standards throughout the country and have been adopted by all fifty states and thousands of localities when evaluating historic projects. They are as follows:

1. *A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.*
2. *The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.*
3. *Each property will be recognized as a physical record of its time, place, and use. Changes that - create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.*
4. *Changes to a property that have acquired historic significance in their own right will be retained and preserved.*
5. *Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.*
6. *Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.*
7. *Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.*
8. *Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.*
9. *New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.*
10. *New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

II. PORTSMOUTH'S LOCAL HISTORIC PRESERVATION PROGRAM





A. Portsmouth's Historical Development

Although Adam Thoroughgood established a ferry connection between Portsmouth and Norfolk in 1636, the town was not formally established and platted until 1752 when Colonel William Crawford gave approximately sixty-five acres of his plantation land. Over the next two hundred and fifty years, the city grew to its present size of twenty-six square miles. The first shipyard, "Gosport," was established south of town in 1767 beginning Portsmouth's long association with naval history. Named for the famed English port, Virginia's Portsmouth is home to many of the United States' maritime firsts including the first federal shipyard and drydock in the nation and construction of the first ironclad ship, first battleship, and first aircraft carrier.

At least one source cites Portsmouth as having the greatest concentration of architecturally significant buildings between Alexandria and Charleston. Portsmouth's current historic districts are representative of its long association with transportation and shipbuilding. Olde Towne was the first established historic district in the city since it represents the town's earliest surviving history and is the only example of an early townscape in the Hampton Roads area.

Nevertheless, Portsmouth's other residential historic districts have their own stories to tell as well.

Port Norfolk and Park View were both developed in the closing years of the nineteenth century as Portsmouth assumed the position of a regional transportation center. These streetcar suburbs, built on former farmland, provided a healthful and attractive living condition for the middle-class workers involved in the growing shipping and railroad industries taking Virginia products to far-distant ports.

Cradock and Truxtun are the only twentieth-century districts presently listed in Portsmouth and date to approximately 1918. Both were built as projects of the U.S. Housing Corporation to house shipyard workers during World War I. They are significant as they are among the first government-funded and planned communities in the country. The design concept of these districts reflect what we today call "new urbanism," a wholly contained community where residents could live, play, and shop within an easy commute of the workplace provide by public transportation.



*1892 Detail of
Portsmouth Harbor*



II. PORTSMOUTH'S LOCAL HISTORIC PRESERVATION PROGRAM

B. The Local Preservation Ordinance and Guidelines

It is the responsibility of the City of Portsmouth's Commissions of Architectural Review (CARs) to evaluate the architectural compatibility of new construction and alterations to existing buildings within these locally designated historic districts. They carry out this mission in accordance with criteria established by enabling legislation written into the Code of Virginia and into Portsmouth's Zoning Ordinance.

ARTICLE IV. HISTORIC DISTRICTS

DIVISION 1. OLDE TOWNE, CRADOCK, TRUXTUN, PORT NORFOLK AND PARK VIEW

Sec. 40-51. Specific purpose of historic districts.

The historic districts of the Olde Towne, Cradock, Truxtun and Port Norfolk and Park View, as well as any similar future districts which may be designated, are created for the purposes set forth above and also, without limitation, for the promotion and preservation of Portsmouth's educational, cultural and economic interests, opportunities and advantages through:

- (a) The preservation and protection of historic buildings, structures, places and areas of historic interest;
- (b) The preservation, protection and maintenance of such buildings, structures, places and areas of landmarks in the history of the colony and Commonwealth of Virginia and the Town and City of Portsmouth commemorative of the events, circumstances and architecture associated therewith and as tangible reminders of the colony and Commonwealth of Virginia and the Town and City of Portsmouth in the early days of their settlement and development;
- (c) The development and maintenance of appropriate settings and environment for such buildings, structures, places and areas;
- (d) The regulation and control of construction of new buildings and structures to preserve and protect such areas of historical interest and the setting and environment found or preserved therein; and
- (e) The promotion, development and preservation of the economy, commerce and industry of the Commonwealth of Virginia and the city, specifically with regard to the property values and tourist trade, by the preservation and protection of such buildings, structures, places and areas, their maintenance for such purposes and the development and maintenance of appropriate settings and environment therefor.

(Ord. No. 1991-15, § 1, 2-12-91)

Sec. 40-52. Reserved.

Sec. 40-52.1. Historic district; uses.

Permitted uses in the historic district shall be governed according to three (3) subdistricts, as shown on the zoning map:

- (a) *Historic residential.* Uses shall be limited to single-family dwellings, duplexes or multifamily dwellings, and family care residences for adults and children and in the Olde Towne and Port Norfolk Historic Districts, bed and breakfast inns as provided for in section 40-52.7. Churches, schools, day-care centers and two-family dwellings, multifamily dwellings and attached row dwellings shall be permitted only upon issuance of a use permit. A single dwelling unit in a building used as a church or school shall be

A comparison of the existing local preservation zoning ordinance against sections found in a model Virginia annotated ordinance are evaluated in Chapter X, Section B.

1. Commissions of Architectural Review

There are currently two Commissions of Architectural Review in Portsmouth. Local zoning requires that each CAR be composed of seven (7) members with one (1) member from each covered district and the remaining members professionals, such as architects, attorneys, real estate agents, and historians.

Each commission holds a public hearing once a month to consider applications.

CAR I reviews requests for Certificates of Appropriateness (COAs) in the historic districts of Olde Towne, Truxtun and Cradock while CAR II reviews requests in Park View and Port Norfolk.

2. Types of Review

Portsmouth's preservation zoning allows for review of the following types of projects:

- a. External repairs involving a change in design and/or materials.
- b. External maintenance where a change in design and/or is sought.
- c. A change to the exterior paint color of an existing structure.
- d. Any project involving new construction including review of the placement of such structures.
- e. The alteration of any existing building.
- f. Demolition of an existing building.
- g. Any other improvement not specifically mentioned above.



Rehabilitation of this structure in Park View is well underway.

II. PORTSMOUTH'S LOCAL HISTORIC PRESERVATION PROGRAM



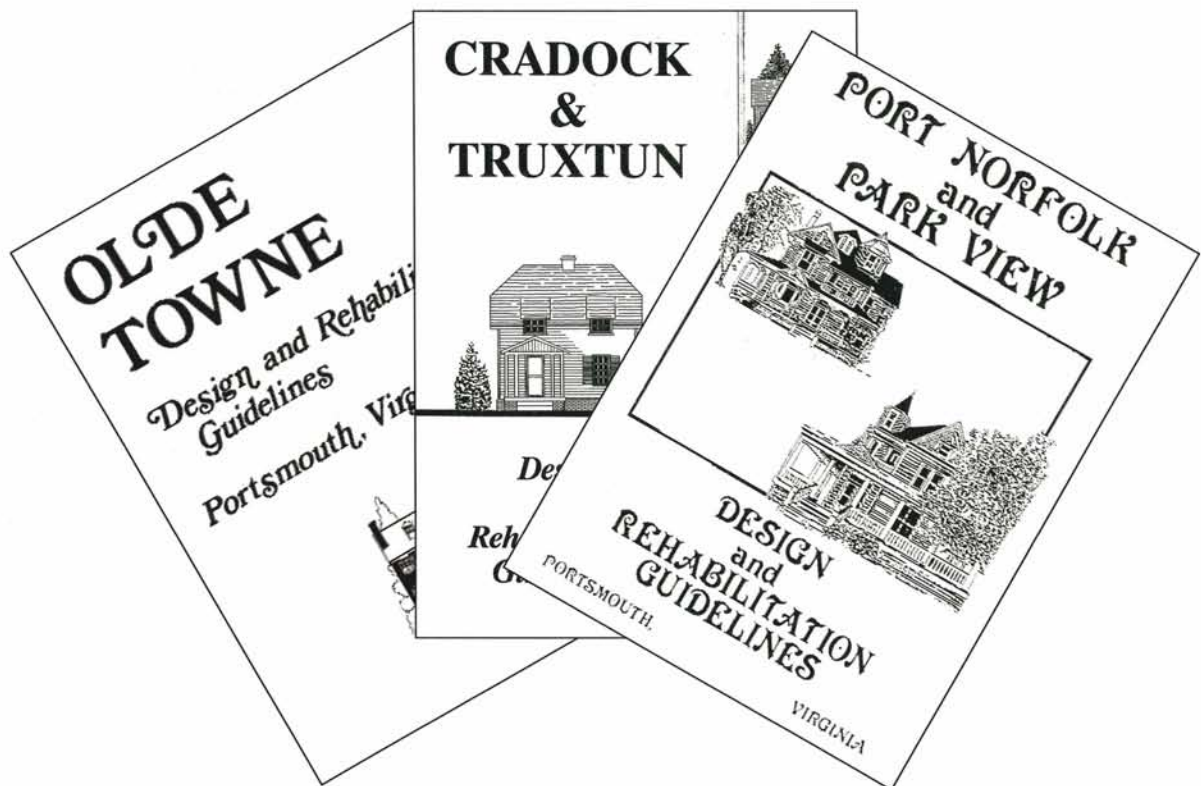
3. Local Preservation Ordinance Standards

The following standards are used in reviewing a project:

- a. Historical and or architectural value/significance of building/structure as it relates to its setting and existing structures in a historic district;
- b. Appropriateness of exterior architectural features to setting and existing structures in a historic district;
- c. General design, arrangement, texture, materials, planting, color;
- d. Type of windows, exterior doors, lights, landscaping, parking, other exterior features;
- e. Only items subject to public view; and
- f. Congruity of factors above to historic aspects of setting/historic district.

4. Guidelines

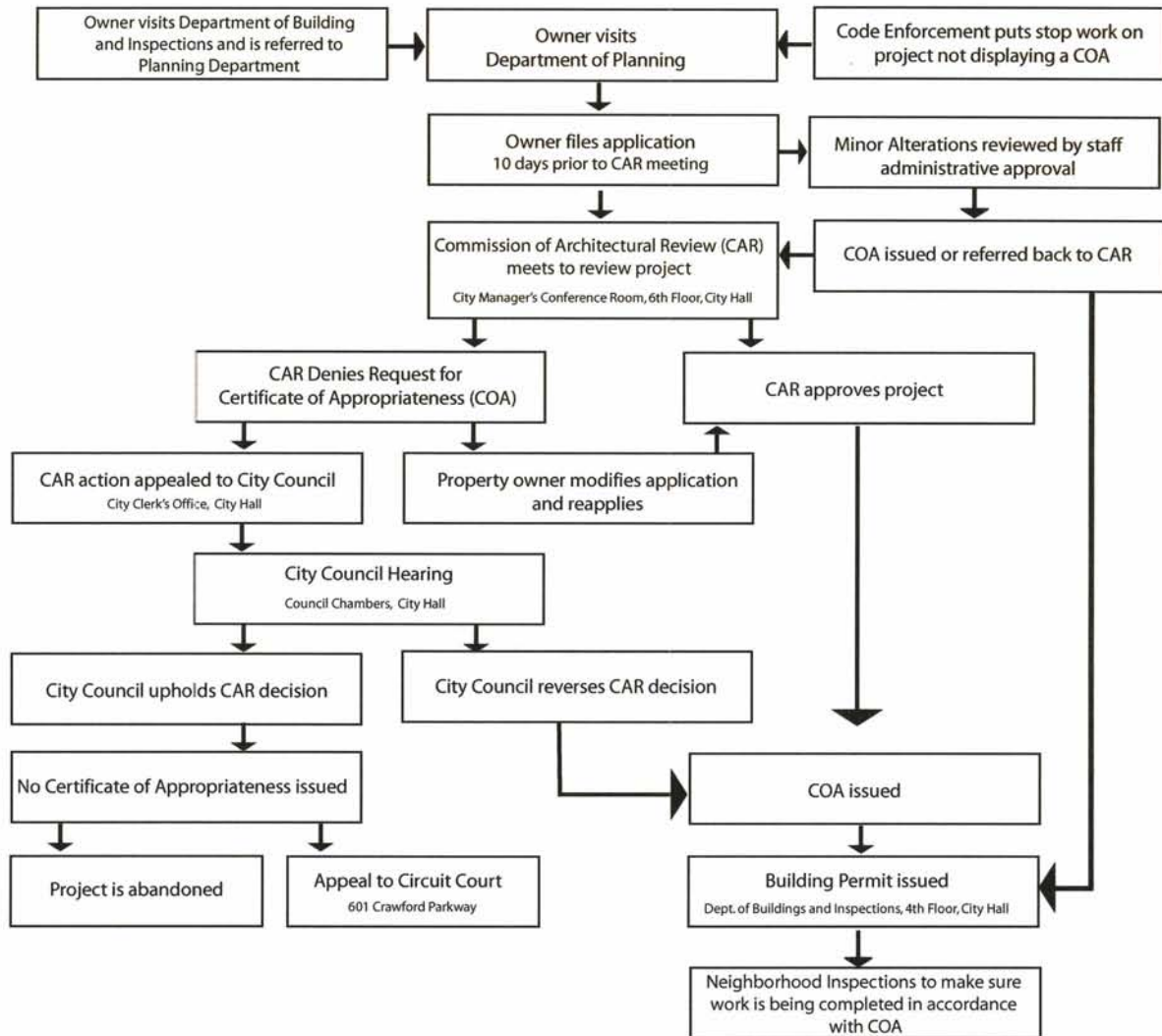
Three sets of guidelines are currently used by homeowners, staff, and the CARs to interpret the City's preservation ordinance and provide more detail than the brief list of standards. One set is designed for the Olde Towne Historic District, one for the districts of Cradock and Truxtun, and a final set covering Park View and Port Norfolk. These guidelines publications were prepared by the Portsmouth Planning Department in the late 1980s. Each contains an introduction, a brief history of the district(s), a review of common architectural styles, and guidelines for rehabilitation and new construction.





II. PORTSMOUTH'S LOCAL HISTORIC PRESERVATION PROGRAM

5. Portsmouth Historic Preservation Procedures Flow Chart



All steps take place in the Department of Planning, 4th Floor, City Hall, 801 Crawford Street unless otherwise noted
Phone 757.393.8836 • Fax 757.393.5223



6. Application Requirements

A COA application requires the applicant to identify the location and owner of the property, type of review sought (conceptual, preliminary, final), the type of work to be completed (alteration, new construction, sign, etc), provide a narrative description of the request, and any necessary fees, drawings and photographs. COA applications must be submitted ten (10) days previous to the next scheduled CAR meeting and be complete in order to be placed on that meeting's agenda

7. Administrative Approval

The historic preservation zoning in the City of Portsmouth allows each CAR to appoint a staff secretary to review and approve projects involving minor alterations including paint colors, repair or replacement of exterior doors, windows, fences, and shutters if the COA application conforms to adopted standards/guidelines. The staff in turn reserves the right to refer applicant to the full CAR for the decision, and the applicant likewise can appeal an administrative decision to the CAR.

8. Appeals

An appeal of any COA application that is denied by CAR may be filed with the City Clerk's office within thirty (30) days of CAR's final decision. The grounds for the appeal must state, in a detailed narrative, an alleged error by the CAR in finding that the proposed action would not be architecturally compatible with the historic district. If City Council upholds the CAR decision, then the applicant may file an appeal with the Circuit Court that must be based on the illegality of the previous action.

III. FOCUS HISTORIC DISTRICTS' PROJECT





FOCUS *Historic Districts*

A. Introduction & Goals

The Portsmouth City Council and the Department of Planning initiated a project called FOCUS Historic Districts in the Fall of 2005. The primary goal of this project was to evaluate the current historic district regulations, procedures, and guidelines. Additional goals included the analysis of district boundaries and classifications, the development and implementation of public education and community input strategies for Portsmouth's preservation program; and, finally, the creation and publication of updated design guidelines for each district.

The City issued a request for proposals to obtain the services of an experienced consulting firm to assist in carrying out this project. Frazier Associates of Staunton, Virginia, an architectural and planning firm specializing in historic preservation, was chosen to assist on the project.

B. Current Issues

The FOCUS project grew out of a number of concerns about the local preservation program by members of the Portsmouth City Council and Planning Department staff. Some of the issues that were identified included the following:

1. *Increased deterioration and lack of maintenance of some properties in several of the districts;*
2. *the realization that this resulting lack of investment in these districts may be caused, in some cases, by economic hardship;*
3. *a growing frustration by some property owners about the design review process in general and a similar frustration by some CAR members in the lack of public awareness of and support for the regulations;*
4. *out-of-date design guidelines that do not address some current topics, such as sufficient guidance for window replacement and use of newly developed substitute materials;*
5. *an increasing numbers of appeals to City Council of CAR decisions by property owners;*
6. *an increasing number of violations of the ordinance by property owners not having their projects reviewed by CAR before beginning construction; and*
7. *a realization that current enforcement of the ordinance and penalties for violations may be inadequate to realize the goals of the program.*

C. FOCUS Information Collection

1. Data-Gathering

The FOCUS Historic Districts' project initiated with a data-gathering phase in which a number of documents were reviewed including current design guidelines, neighborhood plans, CAR annual reports, recent applications, and decisions. Additional information was gathered on existing incentives, educational efforts, and advocacy groups.

2. Preliminary Meetings

At the beginning of the project, meetings were held with both Commissions of Architectural Review (CARs), members of City Council, and Planning Department staff to gain their perspective on the issues, and to refine the project goals and process.

Through a meeting with City Council liaison, Ray Smith, and the representatives of the civic leagues for each historic district, workshop dates were established, the content and process for the workshops were reviewed, and the most appropriate methods of contact and promotion agreed



III. FOCUS HISTORIC DISTRICTS' PROJECT

upon. Each civic league representative summarized their civic league's current activities as part of this process.

3. Property-Owner Questionnaire

The consultants prepared a questionnaire to be completed by current property owners in each historic district. The City then mailed this questionnaire and sent the completed questionnaires to the consultants for tabulation. This survey was designed to examine several aspects of the City's current preservation program. They included:

- a. The importance of the historic character of the neighborhood;
- b. the importance of the appearance of the neighborhood;
- c. an awareness of historic district zoning;
- d. the functionality of the CAR review/enforcement process;
- e. opinions on staff administrative review versus CAR review of materials; and
- f. general knowledge/availability of preservation resources.

The questionnaire was designed to minimize open-ended questions but still provide for comments as needed. Therefore, many questions requested a response based on a scale of one to five that allowed questions to be rated with a numerically scaled average response. Other responses were limited to "Yes" or "No." All questions included response categories of "Don't Know" and "Not Applicable" because of the variety of individual experiences.

4. CAR Questionnaire

Likewise, a questionnaire was prepared and disseminated to current Commission of Architectural Review (CAR) members to gain insight on their perception of the preservation program as it now stands in the City of Portsmouth. This survey was designed with the same format of questions as the property-owners questionnaire and asked for input in all areas of the program including:

- a. Mission/goals/vision
- b. Authority/Process
- c. Commission Operations
- d. Training
- e. Networking
- f. Staff Support
- g. Historic District Guidelines
- h. Enforcement
- i. Public Education Efforts
- j. Incentives
- k. Community Support/Understanding

Park View Historic District Public Input Questionnaire

INTRODUCTION
The Portsmouth City Council and the Department of Planning have initiated a project called FOCUS Historic Districts. The primary goal of this project is to evaluate the current historic district regulations, procedures, and guidelines. The answers you provide here will be used in conjunction with information gathered through public workshops in each of the historic districts, to help achieve that goal. The results and recommendations will be reported back to each district and will be presented to City Council for consideration.

INSTRUCTIONS
This questionnaire will take approximately ten to fifteen minutes to complete. For questions that have a numerical scale evaluation, please circle the number that most closely corresponds to your answer. If you do not know the answer to a question, please circle "Don't Know" at the end of each question. If the question does not apply to your situation, please circle "N/A". Please return your completed questionnaire in the enclosed self-addressed stamped envelope. Thank you very much for your cooperation in this project.

Preserving historic character generally means maintaining the general original appearance of a house as it was designed. This means keeping the original form and shape of the house, retaining the original exterior siding and other materials, maintaining original porch design, using original materials when replacing building elements, and preserving the location and design of windows and doors if replacements are needed.

1. How important do you think it is to maintain the **historic character** of your neighborhood?
Not important | 1 | 2 | 3 | 4 | 5 | Very important | Don't Know

2. How important do you believe the **physical appearance** of your neighborhood is?
Not important | 1 | 2 | 3 | 4 | 5 | Very important | Don't Know

3. How much do you spend in a typical year on improvements and maintenance of the exterior of your home and yard?
\$1-100 | \$100-500 | \$500-1000 | \$1000-2000 | \$2000+

4. Are there projects that you would undertake to improve the exterior of your property if you had additional funds?
Yes | No | Don't Know | N/A

COMMENTS, IF ANY:

Questionnaires were mailed to each property owner in the five historic districts.

CAR & CAR STAFF Questionnaire

INTRODUCTION
The Portsmouth City Council and the Department of Planning have initiated a project called FOCUS Historic Districts. The overall goals of this project are to:

- (a) evaluate current historic district regulations, procedures, and guidelines
- (b) develop public education and community input strategies for preservation program implementation
- (c) analyze historic district boundaries and classifications
- (d) update design guidelines for each district

The answers you provide through your thoughtful completion of this questionnaire, will be used in conjunction with information gathered through public workshops in each of the historic districts, to help achieve the goals listed above. The results and recommendations will be reported back to each district through its civic league and will be presented to City Council for consideration.

INSTRUCTIONS
This questionnaire will take approximately ten to fifteen minutes to complete. If you do not know the answer to a question, please circle "Don't Know" at the end of each question. If the question does not apply to your situation, please circle "N/A". Please feel free to add comments in the space provided after each section. Please use additional blank sheets of paper if you need more space. When you have completed this questionnaire, please return it in the self-addressed stamped envelope. Thank you very much for your cooperation in this project.

1. Please select the following category that relates to your role with the Commission of Architectural Review (CAR):

Commission of Architectural Review Board Member
How long have you served on the CAR? Please check one:
less than one year | _____
one to two years | 4 (25%)
three years or more | 4 (25%)

OR

Department of Planning Staff Member
How long have you provided staff assistance to the CAR? Please check one:
less than one year | _____
one to two years | _____
three years or more | _____

Commissions of Architecture Review members also received questionnaires to provide their input.



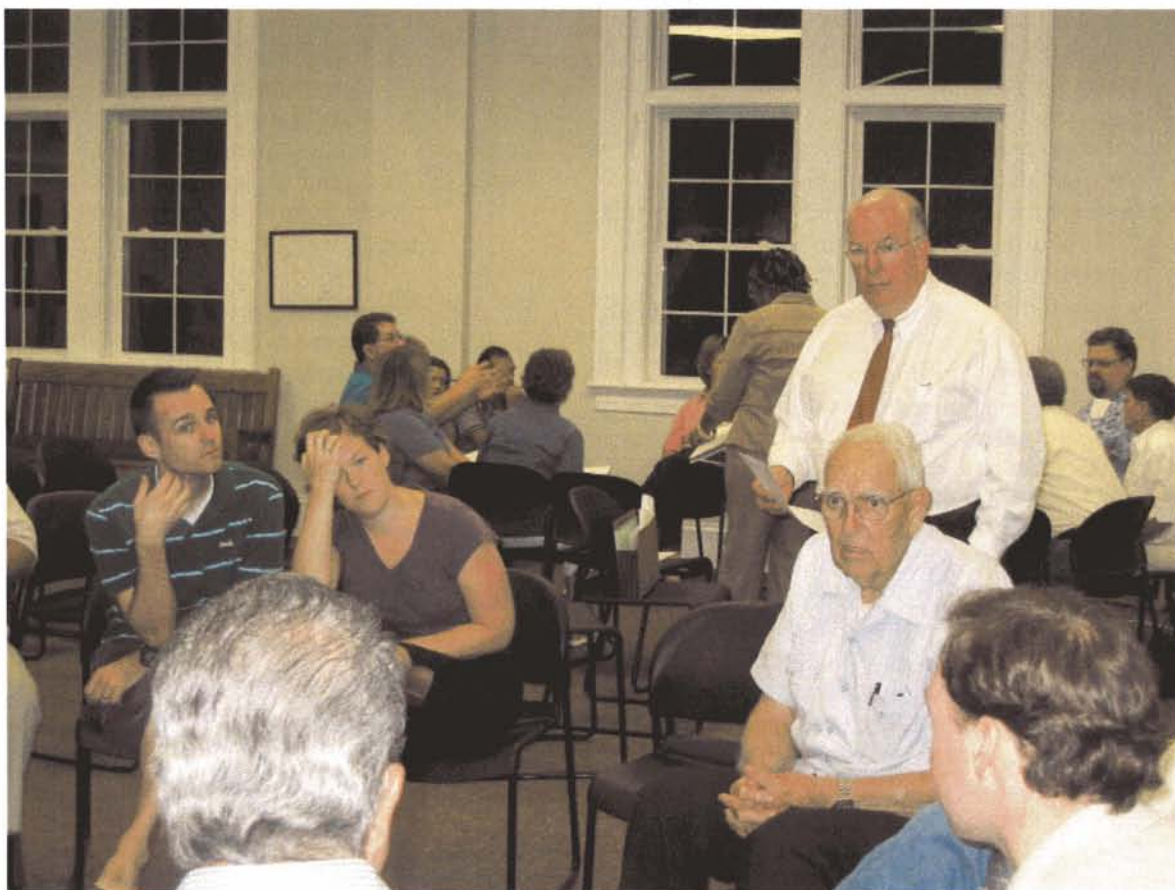
5. Historic District Workshops

A public workshop sponsored by the particular neighborhood civic league was held in each of the historic districts as a part of the project. The consultants gave a brief presentation that included an explanation of the design character and architectural styles found in the district along with a summary of the FOCUS project.

The homeowners were then divided into small groups with moderators and selected scribes. A series of questions was distributed to each group who then discussed them and created a response. Each workshop ended with summaries of the discussions presented by the scribe of each group.

6. FOCUS Historic District Team Meetings

After all of the questionnaires were tabulated and workshops completed, a FOCUS Historic District Team was created to analyze the findings and make recommendations to the City Council and Planning Department. This committee was composed of representatives of each civic league, each CAR, planning staff and the consultants acting as facilitators. The results of these discussions can be found in many of the recommendations suggested in Chapter XI of this report.



Bill Frazier looks on during a district workshop small group discussion in Port Norfolk.



III. FOCUS HISTORIC DISTRICTS' PROJECT

D. FOCUS Products

1. This Report

This FOCUS Historic District Report provides a wealth of information on property-owner views for all the historic districts along with CAR member opinions on the current preservation program in Portsmouth. It also provides an analysis of the current ordinance as well as specific recommendations on all aspects of historic preservation in Portsmouth.

Answers provided through questionnaires sent to each homeowner in the historic districts were used in conjunction with information gathered through public workshops in each of the historic districts to help achieve these goals. The results and recommendations will be reported back to each district and will be presented to City Council for consideration.

2. Regulation Revisions

Chapter X of this report analyzes the current ordinance and compares it with other national model examples. It then makes specific recommendations to amend Portsmouth's current ordinance to improve its effectiveness.

3. New CAR Procedures Manual

Once all ordinance revisions are agreed upon and adopted and new guidelines are outlined, a new CAR procedures binder will be created. Based on models from the National Alliance of Preservation Commissions, it will guide the staff and CAR members in all aspects of their procedures and operations. Revised CAR by-laws will also be a part of this manual.

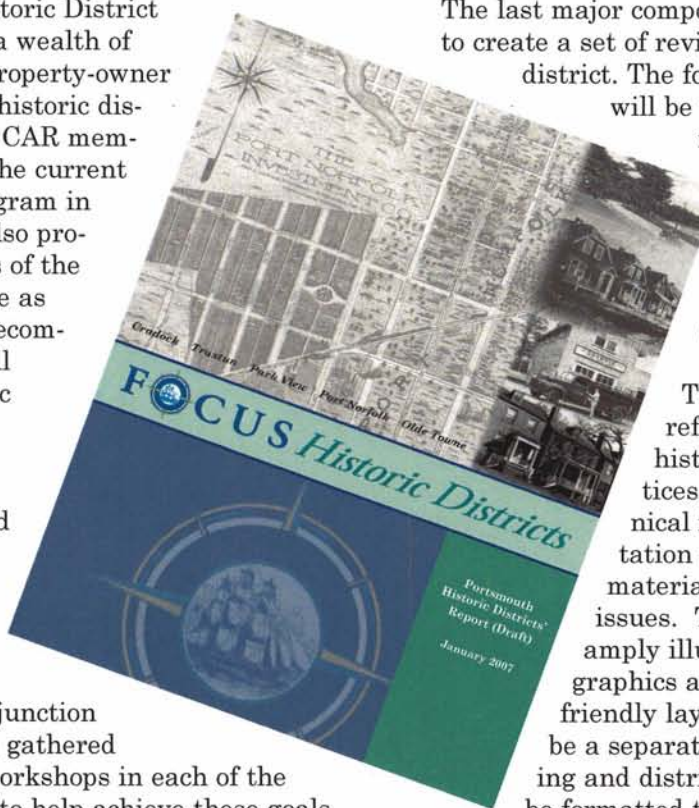
4. Updated Guidelines

The last major component of this project is to create a set of revised guidelines for each district. The focus of these guidelines will be to maintain the historic integrity and design quality particular to the district and to facilitate reinvestment that supports the unique nature of each district.

These guidelines will reflect the current state of historic preservation practices and most recent technical information on rehabilitation issues, substitute materials and other important issues. The publications will be amply illustrated with numerous graphics and will have a user-friendly layout. Each section will be a separate chapter for easy copying and distribution, and they will be formatted to be placed on the City's website.

5. Additional Recommendations

There are some aspects of a local preservation program that may go beyond regulatory ordinances, procedures and guidelines publications. These include public education programs, private non-profit preservation advocacy organizations and technical and financial incentives. Recommendations in Chapter XI will include suggestions in all of these areas.





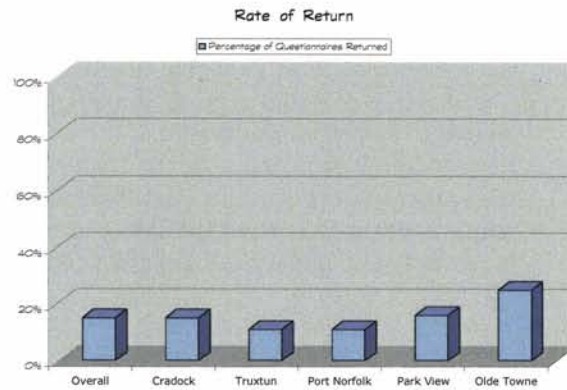
**IV. FOCUS HISTORIC DISTRICTS'
SUMMARY FINDINGS**



A. Overall Property Owner Questionnaire Tabulations

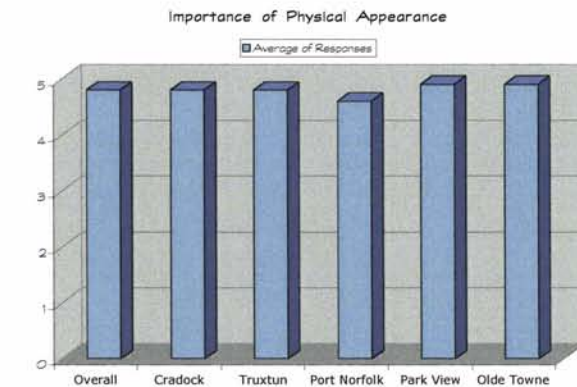
1. Responses to Questionnaire

A total of nearly 2,500 questionnaires were mailed out and 387 were returned for an average 15% overall return. The highest rate of return was in the Olde Towne Historic District (HD) while the lowest rate of return was in Park View Historic District. In general, almost two-thirds of the survey respondents have lived in their historic district for more than six (6) years and 85% consider a historic district home their primary residence. It is interesting to note that Truxtun property owners had the highest percentage of residents that have lived in the historic district more than sixteen (16) years and the lowest rate of responses from those that consider their property an investment property.



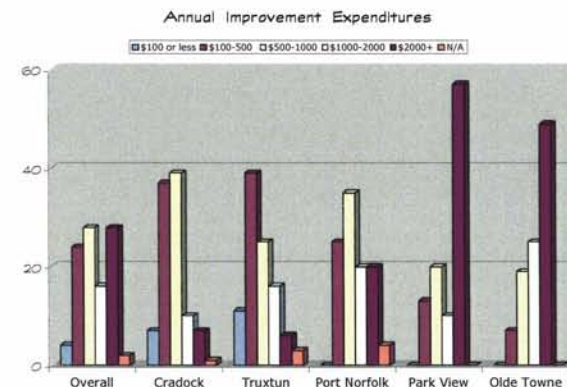
2. Historic Character and Physical Appearance

The importance of maintaining the historic character of their district rated an above average 4.1 (out of 5.0) when all districts were combined while the importance of the physical appearance rated 4.8 placing it above the historic character.



3. Financial Concerns

While 55% of historic district property owners currently spend \$1000 or less per year on exterior improvements, four out of five respondents were willing to incur an additional monthly payment of up to \$300 for a low-interest loan to make exterior improvements. The results in Port Norfolk show the highest annual expenditures while Truxtun and Park View returned the highest results in a desire to access funds for additional work.

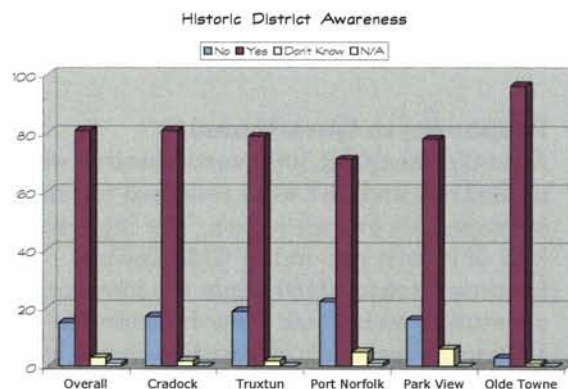




IV. FOCUS HISTORIC DISTRICTS' SUMMARY FINDINGS

4. Historic District and Design Review Awareness

Over 80% of those surveyed were aware that they owned property in a national, state, and local historic district. An even greater 94% were aware that changes to the exterior of their property needed Commission of Architectural Review (CAR) approval before work started. Respondent's knowledge of the historic district status was lowest in Port Norfolk while Truxtun returned the lowest results for awareness of the CAR review process.



5. Administrative Review of Alterations

When asked whether alterations to roof materials, windows, shutters, storm doors and windows, doors, porch designs and enclosures, siding, and paint colors should be reviewed by staff rather than CAR, over 50% of respondents responded affirmatively. Comments in regard to this question asked that the guidelines provide specific guidance on allowed materials.

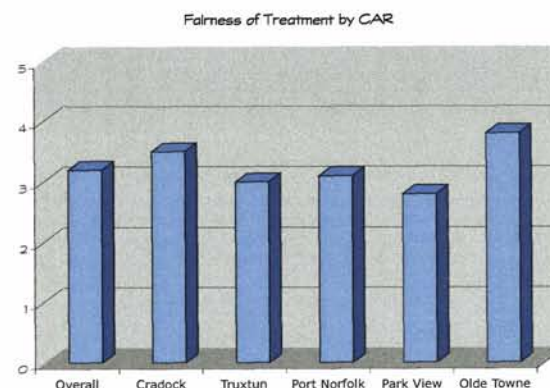
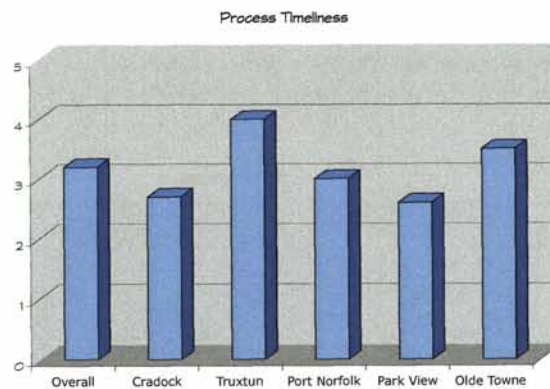
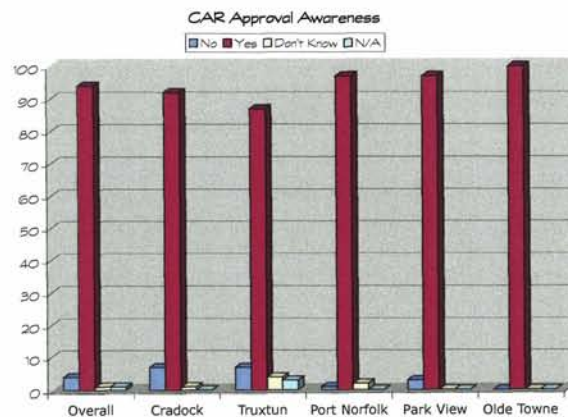
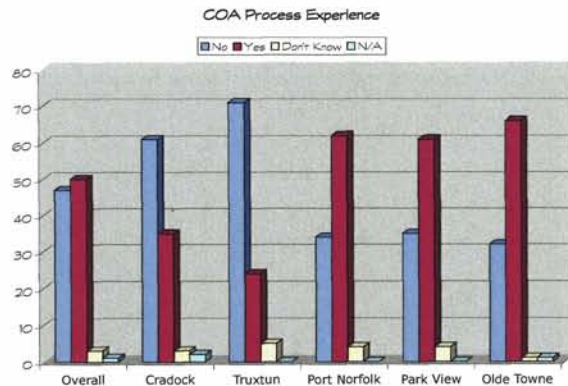
IV. FOCUS HISTORIC DISTRICTS' SUMMARY FINDINGS



6. Functionality of Review Process

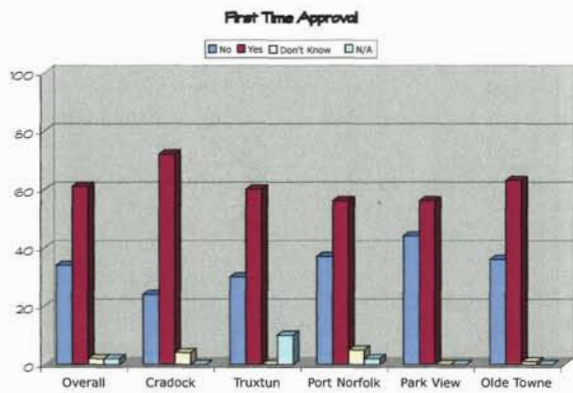
One-half of respondents reported that they had applied to CAR for a Certificate of Appropriateness. They rated the application process a 3.7 for clarity and gave CAR a 3.2 score for timeliness. Over 60% had their projects approved their first time before CAR, and those that were denied understood why their application was denied three-quarters of the time.

When asked about the fairness of the review process, CAR was given an average mark of 3.2. Cradock and Truxtun responses showed that a majority of property owners had not been through the CAR application process while the reverse was true for the other districts. While all districts responded that a majority of applications were approved the first time through, Cradock property owners reported the best percentage of approved applications and Park View the most denials.

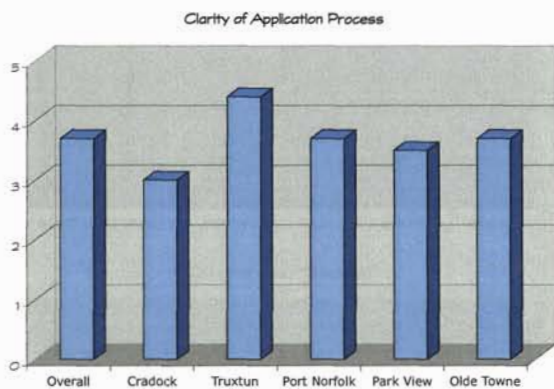
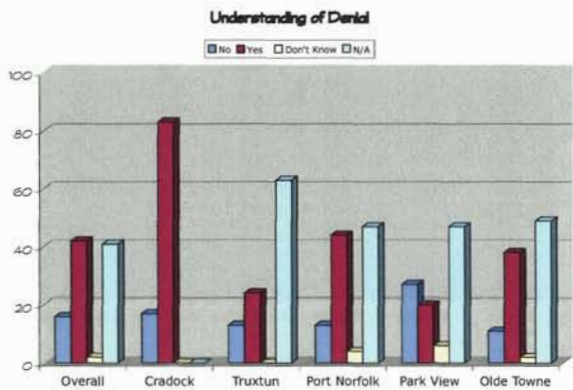




IV. FOCUS HISTORIC DISTRICTS' SUMMARY FINDINGS



Respondents in Truxtun gave the clarity of the CAR application and the timeliness of the process the highest mark of any of the districts. Park View was the only historic district that reported a majority of instances where the reason behind denial of a COA was not understood a majority of the time, leading to their responses being the least favorable in regard to the fairness of their treatment by CAR. Cradock property owners, meanwhile, reported the highest understanding.



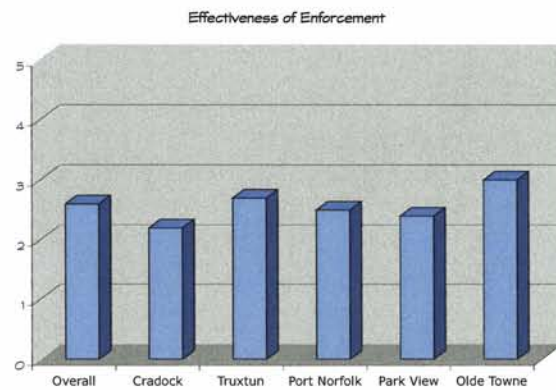
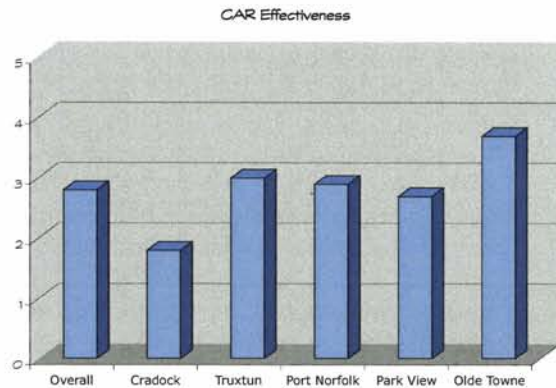
IV. FOCUS HISTORIC DISTRICTS' SUMMARY FINDINGS



7. Effectiveness and Enforcement

CAR was rated 2.8 regarding their effectiveness in preserving the historic character of the historic districts. The existing guidelines, of which 80% of respondents were aware, were rated a below average 2.6 as a tool to prepare CAR review. The effectiveness of enforcement of the historic district regulations was rated below average at 2.6. Cradock was the only historic district to give responses regarding CAR's effectiveness a mark of below two on the one-to-five point scale.

While the majority of respondents in each historic district were aware of the existing design guidelines, the lowest percentage of awareness was found in Park View while Truxtun reported 100% awareness. Truxtun also returned the highest marks for the helpfulness of the guidelines with Park View and Cradock giving them the lowest rank. Cradock also gave CAR the lowest score for enforcement although scores for all districts were below average.





IV. FOCUS HISTORIC DISTRICTS' SUMMARY FINDINGS

8. Technical Assistance for Preservation

Interest in technical assistance for preservation included a favorable rating of 3.5 for internet websites, 3.3 for building seminars/workshops, and 3.4 for specific design assistance. Cradock responses show the most reluctance in accepting help from internet resources, seminars and workshops and specific design assistance. All other districts showed above average interest in all of these areas.

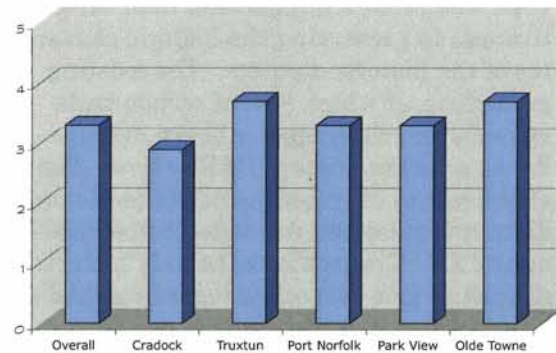
9. Neighborhood Satisfaction

Overall, respondents scored neighborhood satisfaction at 3.7 across the historic districts. The highest satisfaction rating was returned by Olde Towne and the lowest by Cradock.

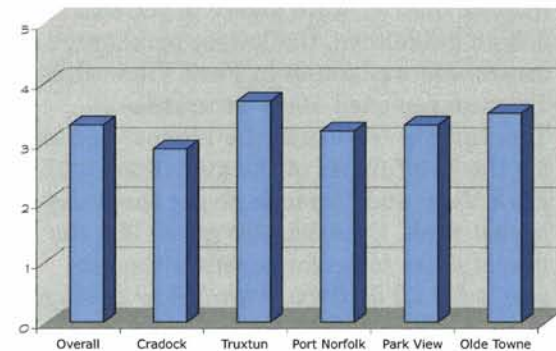
10. General Comments

Most comments asked that substitute materials be accepted, also to make money available for improvements, provide more education and relax the regulations.

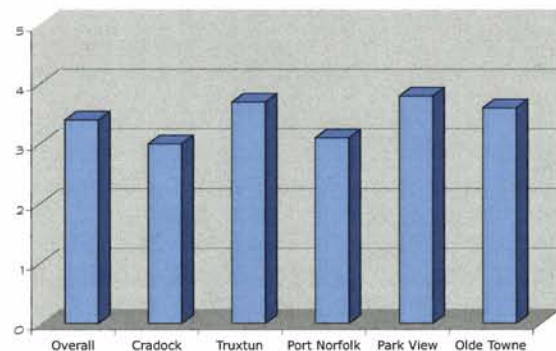
Internet Technical Assistance



Building Seminars and Workshops



Specific Design Assistance





B. CAR Questionnaire Tabulations

Members of the Commissions of Architectural Review (CAR) and the Planning Department staff that directly support the CARs were given an opportunity to provide feedback on the current preservation program in Portsmouth as a part of the public input process. Questions covered topics such as mission/vision/goals, authority/process, commission operations, training, networking, staff support, guidelines, enforcement, incentives, community support/understanding and general comments. Eighteen questionnaires were distributed and eight questionnaires were returned for a return rate of 44%. Those returning questionnaires were evenly split between those that have been on the CAR for two years or less and those that have served for three or more years. No staff returned a questionnaire.

The questionnaire was designed to minimize open-ended questions but still provide for comments as needed. Therefore, many questions were created to be answered on a scale of one to five that allowed questions to be rated with a numerically scaled average response. All questions included response categories of "Don't Know" and "Not Applicable" because of the variety of individual experiences.

1. Mission/Vision/Goals

CAR members believe that their mission is well articulated as signified by an above-average score of 4.1. When asked how well they define their goals and communicate them to the community, they gave themselves lower, yet still above average marks of 3.3. Commission member responses also convey that they share a common preservation vision with the community rating an above average 3.4.

2. Authority/Process

CAR members gave themselves below average marks (2.4) for their knowledge of the state enabling legislation. However, they rated their knowledge of their legal authority and responsibilities above average (3.4) and their knowledge of procedures and due process a very high 4.0.

3. Commission Operations

Both of the current CARs' workload and the continuity of leadership on the CARs rated an above average 3.4. Almost all respondents, however, felt that the recruit process for attracting new members could use improvement; and, therefore, rated it well below average 1.2.

4. Training

CAR members gave very low marks to both their initial (1.2) and ongoing training (1.7). Commissioners also gave below average responses to attendance at conferences and workshops related to their role (2.6) and to the continuity of the preservation program and their knowledge of commission precedent (2.7).

5. Networking

CAR gave themselves below average marks regarding their interaction with other local government officials (2.2), regarding where to turn for outside assistance (2.6), and for their relationship with the state historic preservation office (1.1). When asked if they were part of a state support network, only 12% responded affirmatively; and when asked if they were a part of national support network, there were no affirmative responses.

6. Staff Support

CAR members gave well above-average marks of 4.0 regarding the amount and quality of staff support. High marks were also given for staff responsiveness to CAR needs (3.9) and preparatory staff briefings (3.8).

7. Guidelines

CAR members gave the current guidelines an average rating for clarity (3.0) with below average marks for the length (2.6), level of detail (1.8), and amount and quality of graphics (2.0) leading to an overall rating of 2.4 for the helpfulness of the current guidelines. Members rated themselves slightly above average at 3.5 regarding their thoroughness in reading the



IV. FOCUS HISTORIC DISTRICTS' SUMMARY FINDINGS

guidelines but rated property owners a much lower 1.8 in their knowledge of the guidelines.

When asked if there were topics or design issues not covered by the current guidelines, half of the respondents responded affirmatively. Nearly 40% answered this question "don't know." This surprising response could in part reflect that 88% of the CAR members responded that they received no training on how to use the guidelines publication. Those that responded "yes" were asked to list the items that should be added to the guidelines. Most comments listed cement siding and replacement windows as the top topics, while others asked that infill housing and the closing up of existing openings be addressed.

When asked how frequently the guidelines provide the justification for decisions made by the CAR, the response was 3.8 equating to just less than "very often." While four members of the CARs answered that they didn't know whether the guidelines had made a difference in the quality of preservation activity in the City, those that did respond gave the guidelines a marginally above average score of 3.5. Overall, CAR gave the current guidelines publication a below average 2.3.

8. Enforcement

CAR members perceive the building inspectors' and code officials' awareness of CAR authority as a slightly below average 2.9, with their efficacy in enforcement of the ordinance scoring lower at 2.6. Penalties for non-compliance were rated a very inadequate 1.3.

9. Education

A below-average score of 2.4 was given to the level of information and technical assistance provided to property owners through the CAR and staff with the score for the level of public education that exists now being a barely extant 0.9.

10. Incentives

When asked if there are adequate financial incentives for property owners, again a surprising number of responses (50%) were tallied in the "don't know/not applicable" columns. Those that did respond rated the current program a below average 2.8.

11. Community Support and Understanding

While CAR gave themselves an above average score of 3.3 when asked about the time it spends considering community needs, their consensus was below average regarding the shared burden of extra assignments and representation of the CAR at events.

12. Sample CAR Comments on Design Review

a. Community Support

"It is critical that we get community support for historic preservation. In many cases it is clear that we lack this support and are seen as outsiders insisting on requirements that infringe on the rights of the property owner."

b. Education and Training

"Education for both the commissions and for the public is critical to the preservation of the neighborhoods. More education of the commissions to take the guessing or opinions out of the discussion process. New training – how to talk professionally to property owners. People in affected neighborhoods don't approve of the CARs because of lack of education. Educate the public. They don't understand the good. We should have a library of information for homeowners. We should have information on previously approved materials."

c. Enforcement and Prevention

"We should have strict enforcement of the guidelines – none of that 'I didn't know so forgive me, and let me keep doing what I'm doing.'"

IV. FOCUS HISTORIC DISTRICTS' SUMMARY FINDINGS



d. Materials

"Identify and evaluate newer materials, specify what materials are allowed and under what circumstances; not a blanket "yes" to all things. Particular attention should be paid to vinyl windows and vinyl siding. There should be greater specificity of acceptable window dimensions, size of components, etc."

e. Education

"More education for commissions with an emphasis on preservation and restoration versus accommodation and to get all commissioners on the same page."

f. Guidelines and Review

"There should be clearer guidelines with specific guidelines for each district. Regroup historic districts so that working-class neighborhoods are considered together. Where not currently the case, include entire neighborhoods, not just some streets."



IV. FOCUS HISTORIC DISTRICTS' SUMMARY FINDINGS



Truxtun c.1920 from the Bertha Edwards Collection, Courtesy of the Portsmouth Public Library.

C. Overall Workshop Results

The historic district workshop participants discussed four basic questions regarding Portsmouth's preservation program. Those questions and a summary of the answers follow:

1. *What features on your house should be preserved in order to retain the character of the neighborhood?*

All district workshop participants focused on the preservation of the character-defining features of the structure. Where disparity existed, it was in the definition of whether it should only be those aspects viewed from the street (Truxtun) or the entire exterior of the site (Olde Towne).

2. *How practical do you think it is to preserve the original materials instead of using newer materials?*

The overall consensus among workshop participants was that they would like to be able to use substitute materials as long as those materials preserve the historic appearance of the structure. Property owners would like assistance from CAR in identifying suitable products with one comment asking that the

CAR guidance be based on National Park Service recommendations.

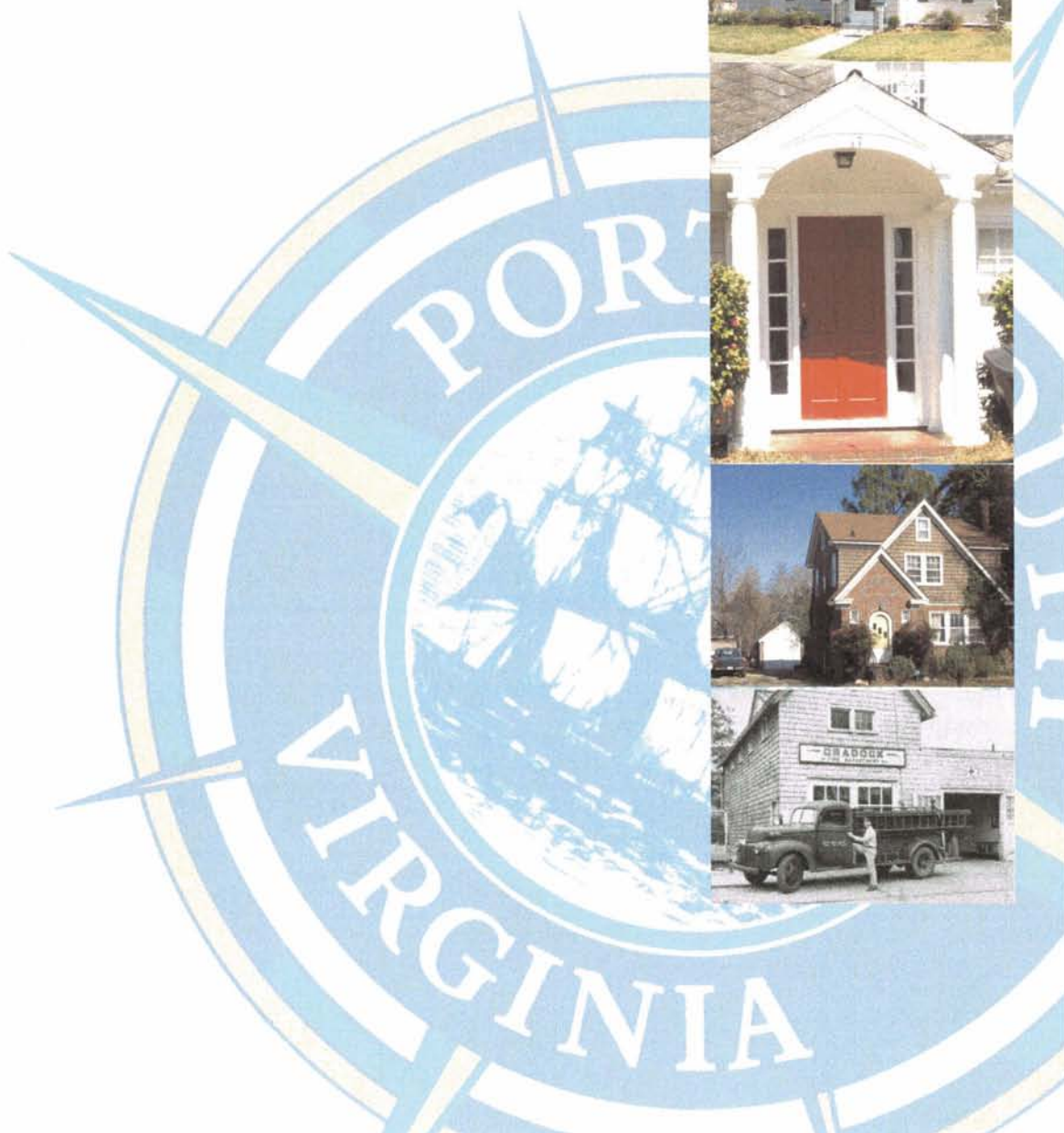
3. *What additional assistance programs would be helpful to you in preserving your neighborhood character?*

A majority of workshop participants agreed that financial assistance in the form of low-interest loans would be very helpful. They would also like to see educational assistance in the form of workshops, updated guidelines, design assistance, and a list of qualified contractors. Some participants also mentioned better City enforcement and more staff assistance in interpreting the guidelines for homeowners.

4. *What is your general impression of the design review process through the Commission of Architectural Review?*

Most workshop participants noted that the design review process needs to be expedited, that CAR needs more training, and that the guidelines should be updated and uniformly applied with better enforcement of CAR decisions.

V. CRADOCK HISTORIC DISTRICT FINDINGS





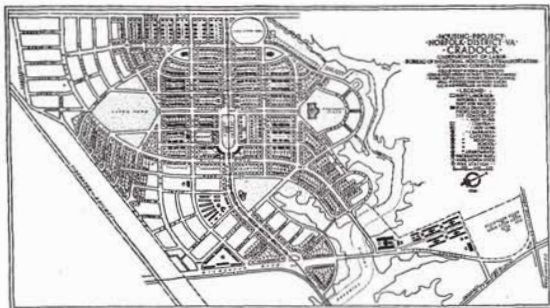
A. Cradock History

Excerpted from National Register of Historic Places Inventory – Nomination Form (1973)

Cradock, built in 1918 by the U.S. Housing Corporation, was one of the first federally funded planned communities in the United States. Conceived as a model community, it incorporated many of the most advanced planning techniques of its day. The town came into existence as a result of the rapid influx of workers at the Norfolk Naval Shipyard during World War I.

An Act of Congress of 1918 allowed the Federal Government to build housing projects related to the wartime effort. Accordingly, the United States Housing Corporation began planning Cradock since the adjacent town of Portsmouth was not equipped to handle sudden increases in population.

The community was laid out according to the design of the distinguished New York architectural firm of George B. Post and Sons, who also designed many of the buildings. Assistance in the design was provided by the United States Housing Corporation. It was built on a 310-acre tract, formerly known as Afton Farm, three miles south of Portsmouth on Paradise Creek. It was connected to Portsmouth by a streetcar line leading directly to the Shipyard. This line, in turn, was attached to the existing system that covered all of Portsmouth and its major suburbs, making Cradock part of an early mass transit system.



The original plan for Cradock as drawn by the U.S. Housing Corporation.

Cradock was named in honor of British Rear Admiral Sir Christopher G.F.W. Cradock whose fleet was sunk by the German Navy in 1914. Streets intersecting the major traffic boulevard (and streetcar line), Afton Parkway, are alphabetically arranged and named to honor naval heroes such as Decatur and Farragut.



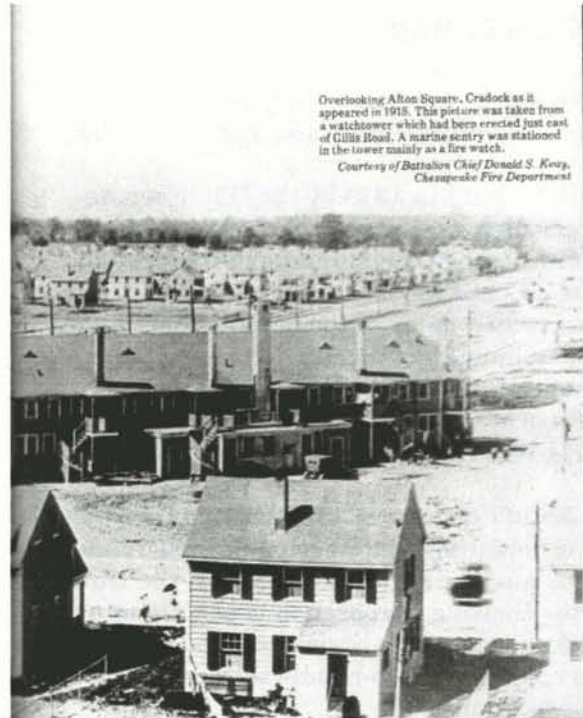
Cradock houses of the same basic design display differing levels of historic integrity and individuality.



V. CRADOCK HISTORIC DISTRICT FINDINGS

Most of the features of present-day planned communities, including recreational areas, churches, a commercial area, and a public transportation system, were provided for the residents of Cradock. With its own government-built schoolhouses, firehouse, sewerage and water system, and electric street lighting system, Cradock attempted self-government from the Armistice until 1922. It was then taken over by Norfolk County before becoming a part of the City of Portsmouth.

The Cradock National Register Historic District was established in 1974 and local review began in 1976.



Overlooking Alton Square, Cradock as it appeared in 1918. This picture was taken from a watchtower which had been erected just east of Gillis Road. A marine sentry was stationed in the tower mainly as a fire watch.
Courtesy of Battalion Chief Donald S. Kory,
Chesapeake Fire Department

The Cradock neighborhood as viewed from above, c. 1918.



A historic view of the shingle-clad original Cradock Fire Department.



This Tudor Revival house retains many original site features.



A Colonial Revival example that has appropriate plantings and a picket fence.

B. Cradock Design Character

Cradock Historic District is a well-defined planned neighborhood of 90 square blocks. The district is bounded on the northeast by Paradise Creek, the southeast by Victory Boulevard, and the northwest by George Washington Highway. The two main thoroughfares, Afton and Prospect Parkways, are divided streets with landscaped medians and intersect at the northwest terminus of the district's small, centralized commercial area – Afton Square. Residential streets are narrow and gently curved with street parking on both sides. Mature trees line both sides of the streets, and utility lines are concealed to the rear of the houses.

Most house lots in Cradock are single-family lots, fifty-feet wide with an average lot size of 4,100 square feet. Houses have a uniform moderate setback and relatively narrow side-yards. Most houses have concrete walkways leading to the front door, and concrete ribbon driveways are common.

Of the original 1235 houses planned for Cradock, 759 were built. There is a large variety in design and plan, with houses unified by the repetition of sloping rooflines and Colonial Revival details throughout. Brick houses are rare, as most dwellings are frame structures clad in shingles, siding, or stucco.

Designs for the single-family, duplex and row-houses in Cradock were influenced by then-popular architectural styles such as English Cottage, Bungalow, Colonial Revival, Dutch Colonial, and Tudor Revival. Most single-family homes consisted of five to seven rooms, with five-room duplexes and six-room rowhouses.



V. CRADOCK HISTORIC DISTRICT FINDINGS



An original Colonial Revival entry portico.

From simple stoops to full-width porches, the entryways of Cradock Historic District reflect the variety of architectural styles of the houses. Many Colonial Revival houses are accented by a small classically inspired portico or covered stoop, while Bungalow examples more often display full-width porches tucked under the main roofline.

Original construction materials in Cradock consisted primarily of frame houses covered in shingles, clapboards, and stucco or a combination of two of these materials. The simple, classical details of porch railings and cornices added further variety to these structures



This dormer design is unique to Cradock.

While the district showcases a variety of architectural styles, the overall arrangement of openings reflects the balance and symmetry of facades associated with the Colonial Revival style. Most houses exhibit six-over-six-light wood windows, diminishing in size on the second level, and surrounded by simple wood trim. In a few examples, these windows are paired to create a greater glazed area on the first level. Doors more closely follow the architectural style of the house, with Craftsman-inspired, partially glazed doors on Bungalows and raised panel doors with fan and/or sidelights on Colonial Revival examples.

Dormers also provide variation in the architecture of Cradock. Common end-gable roof dormers, through-the-wall dormers, and shed-roofed recessed dormers are all common in the district.



The original roofing material can still be found on a number of dwellings in the district.

V. CRADOCK HISTORIC DISTRICT FINDINGS



Replacement siding and windows detract from the historic appearance of this house and the district.

Early reports note the monotony of the uniform-colored, slate-surfaced, asbestos-shingle roofs covering the houses throughout Cradock. It is quickly noted, however, that the size of these houses allowed for gently sloping rooflines without sacrificing interior space, a feature that was among the most pleasing attributes of these houses and gave the very desirable effects of lowness.

It should be noted that a large number of the houses in the historic district no longer retain the integrity or appearance of their original materials. Vinyl and aluminum siding, replacement windows of various description, standing-seam metal, and asphalt shingle roof coverings and wrought iron porch supports are among the materials and elements that threaten the identity and design integrity of this historic district.



V. CRADOCK HISTORIC DISTRICT FINDINGS

C. Cradock Questionnaire Results

Responses to Questionnaire

467 questionnaires were mailed out and seventy were returned for an average 15% return. Nearly two-thirds of the survey respondents have lived in Cradock for at least six (6) years and roughly 90% consider their home in Cradock to be their primary residence.

Historic Character and Physical Appearance

The importance of maintaining the historic character of the Cradock neighborhood rated an above average 3.7 (out of 5.0) while the importance of the physical appearance rated 4.8, placing it well above the historic character.

Property Finances

While over four out of five of property owners currently spend \$1000 or less per year on exterior improvements, almost 90% of respondents were willing to incur an additional monthly payment of up to \$300 for a low-interest loan to make exterior improvements.

Most homeowners would use additional funds to purchase energy efficient, economically feasible materials to maintain the historic character and appearance of their property. Specifically, improvements commonly mentioned included replacement windows and siding, additions, porches, roofs, and site features. Many would like more education regarding historic value and available assistance.

Historic District and Design Review Awareness

Over 80% of those surveyed were aware that they owned property in a national, state, and local historic district. An even greater 92% were aware that changes to the exterior of their property needed Commission of Architectural Review (CAR) approval before work started.



A well-maintained example of an original Cradock design.



The Colonial Revival style is the most prevalent in the district.



The use of a variety of materials adds interest to this two-story Colonial Revival.

V. CRADOCK HISTORIC DISTRICT FINDINGS



Administrative Review of Alterations

When asked whether alterations to roof materials, windows, shutters, storm doors and windows, doors, porch designs and enclosures, siding, and paint colors should be reviewed by staff rather than CAR, over 60% of respondents responded affirmatively.

Comments in regard to this question asked that the guidelines provide specific guidance on allowed materials, including substitute materials, and that the review process be expedited for those items that can be administratively approved.

Functionality of Review Process

One-third of respondents reported that they had applied to CAR for a Certificate of Appropriateness. They rated the application process an average 3.0 for clarity and gave CAR a below average score of 2.7 for timeliness. Over 70% of applicants had their projects approved their first time before CAR, and more than 80% of those that were denied understood why their application was not approved. When asked about the fairness of the review process, CAR was given a slightly above average mark of 3.5.

Effectiveness and Enforcement

CAR was rated a well below average of 1.8 regarding their effectiveness in preserving the historic character of the Cradock neighborhood. The existing guidelines, of which 81% of respondents were aware, were rated a below average 2.1 as a tool to prepare for CAR review. The effectiveness of enforcement of the historic district regulations was also rated below average at 2.2.

Technical Assistance for Preservation

Interest in technical assistance for preservation included a favorable rating of 3.2 for internet websites, 2.9 for building seminars/workshops, and 3.0 for specific design assistance.

Neighborhood Satisfaction

Overall, respondents gave Cradock a score of 3.2 for neighborhood satisfaction.

Most comments focused on a perceptible decline in the neighborhood as less properties become owner-occupied. Many respondents feel that maintenance is not occurring due to the financial burden of using the materials specified by the current guidelines/CAR. By allowing the use of substitute materials and continuing other current efforts underway, property owners are hopeful that the neighborhood will improve.

General Comments

They included: "discourage rental property, more police presence, better code enforcement, more preservation education, neighborhood clean-up days, consistency from CAR/City in enforcement and application of guidelines, allow substitute materials, improve commercial district, help finding qualified contractors".



V. CRADOCK HISTORIC DISTRICT FINDINGS

D. Cradock Workshop Results

Importance of Preserving Historic Character

General comments included preserving the architectural style/shape of existing structures as well as matching additions with the original style of house and that this could be done through the use of newer materials that replicate the appearance of original materials. Paint color and maintenance was also cited as being important. More specific comments included the preservation of rooflines, roof coverings and roof pitches; original porch and entry detailing; retention of original front doors and use of full-glass storm doors; the appearance of true divided-light windows following historic precedent; the appearance of historically accurate siding; and appropriate standard styles of fencing.

Practicality of Original Materials

Original materials were overwhelmingly perceived to be impractical due to energy efficiency and durability, cost, and even when available, not of the same quality as the original. It was suggested that newer materials can be used to achieve the same look and that some projects could be staged to spread the cost over a longer period of time without a need to reapply for approval.

Additional Assistance

Respondents desired educational assistance for contractors and homeowners by having easy access to specific information on and sources of approved materials that are affordable. They also wanted more design assistance and a list of skilled contractors. More information on landscaping would also be helpful.

They also wanted to know who to contact with issues of historic district violations. They also recommended an automated mailing list for new homebuyers informing them of the local preservation program. Lastly, they said that they looked forward to more user-friendly guidelines

In the area of financial assistance, workshop attendees expressed interest in low-interest loans for projects that adhere to the design guidelines as well as the possibility of grants, and tax incentive programs.

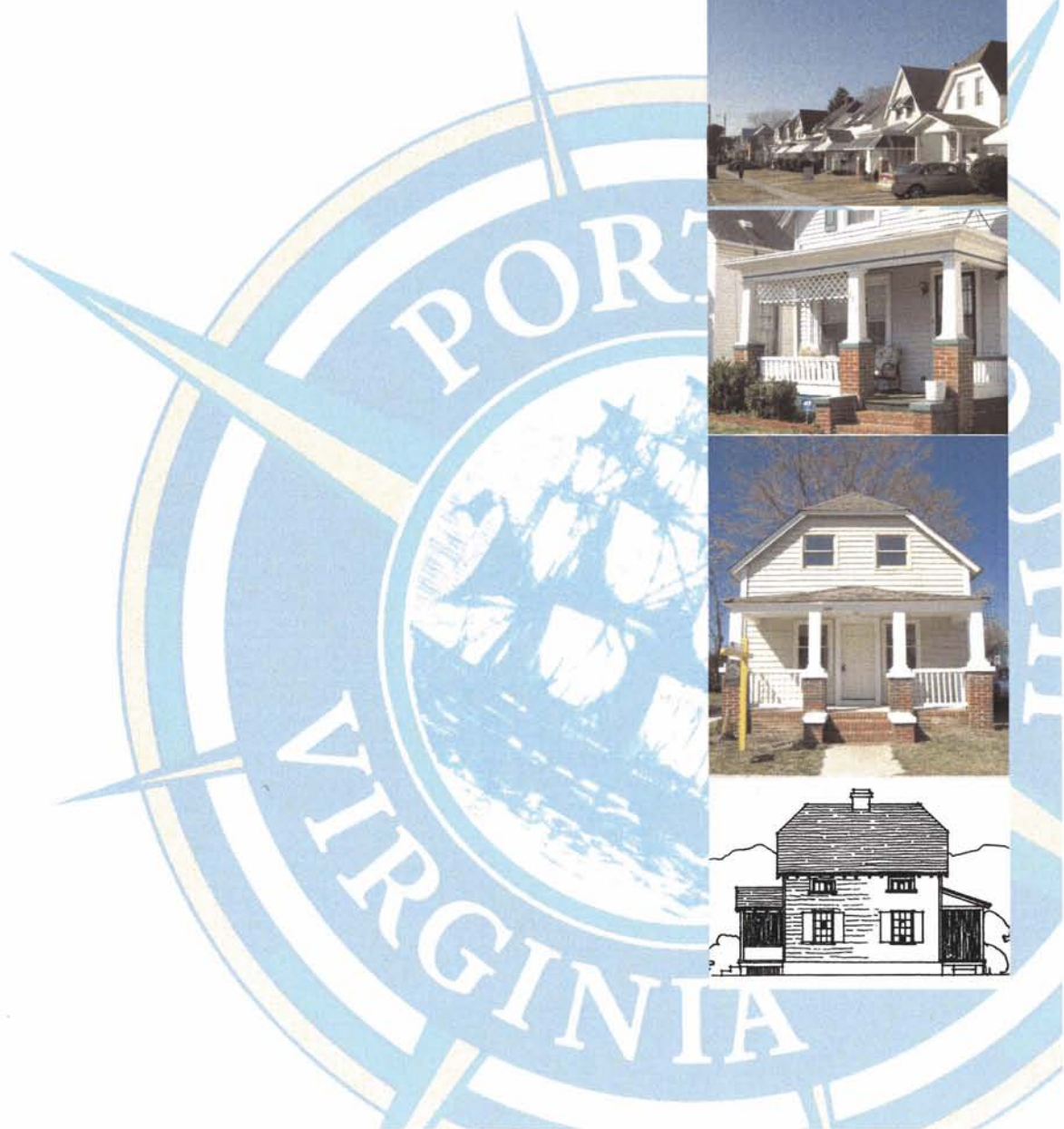
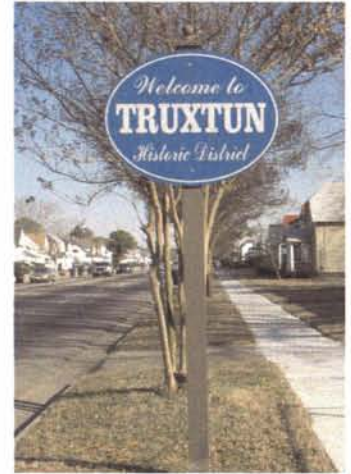
They expressed an interest in more public service presence in the neighborhood including law enforcement and better maintenance of public areas.

Preservation Program and Review Process

The attendees wanted better clarification of the CAR process and expectations and expediting reviews, if possible. They also suggested improving the consistency of the approval/enforcement process and making CAR/information more accessible. Specifically, they wanted to know what were acceptable materials and where to find them. There was also a question about what to do when there are conflicts between the building code and the design guidelines

The attendees said that CAR needs to understand the working class history of the neighborhood and realize the average income level of the homeowners they are working with is limited. Specifically, the comment was made that the district is not composed of "lawyers, doctors, realtors, and corporate executives."

VI. TRUXTUN HISTORIC DISTRICT FINDINGS



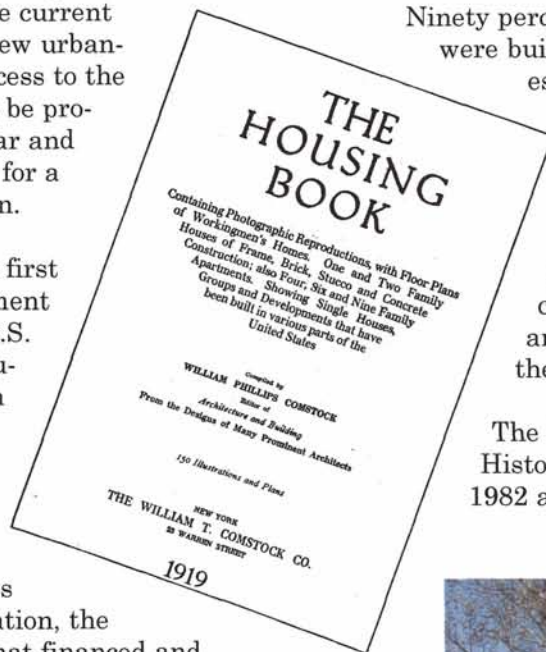


A. Truxtun History

Excerpted from National Register of Historic Places Inventory – Nomination Form (1982)

The forty-three acre Truxtun neighborhood was built between 1918 and 1920 and named for Thomas Truxtun, an early naval hero. Its location was found suitable as it was bisected by Deep Creek Boulevard which connected to downtown Portsmouth and by Portsmouth Boulevard which gave direct access east to the navy shipyard. Truxtun was originally conceived as a self-contained pedestrian community, a predecessor of the current trend towards “new urbanism.” Worker access to the shipyards was to be provided by street car and plans also called for a future rail station.

Truxtun was the first wartime government housing in the U.S. constructed exclusively for African Americans. Its construction demonstrates the planning standards of the United States Housing Corporation, the federal agency that financed and built the project. Like Cradock, a similar housing project for white shipyard workers located to the south of the shipyards, Truxtun was built to accommodate the expanding workforce resulting from the outbreak of World War I. At the end of the war, the residences were sold to two black businessmen who then resold them to primarily their original tenants.



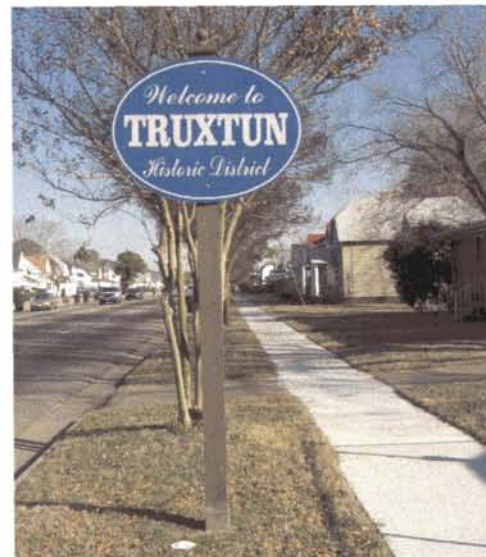
Ninety percent of the houses built in Truxtun were built as detached single-family houses and the remainder as duplexes.

All of the units contained five rooms and originally rented for \$17.50 a month payable to the federal government. In addition to the residences, the original plan called for a church, community house, school, garage and thirty-five stores, of which only the school was built.

The Truxtun National Register Historic District was established in 1982 and local review began in 1983.



TRUXTUN HISTORIC AREA STUDY
ORIGINAL SITE PLAN





VI. TRUXTUN HISTORIC DISTRICT FINDINGS

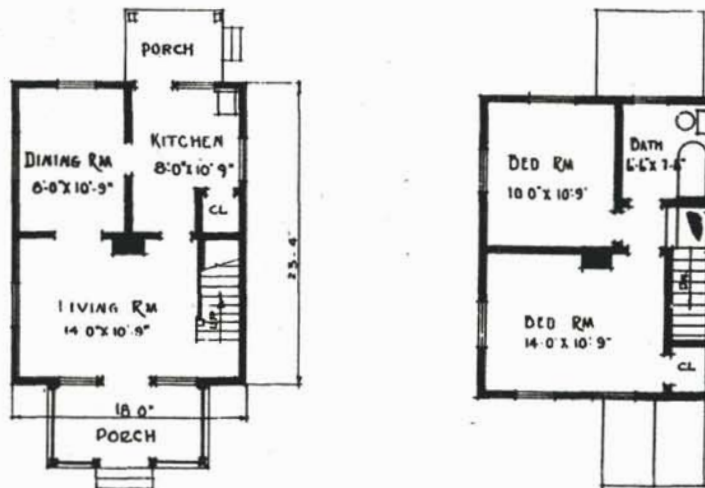
B. Truxtun Design Character

Truxtun is a well-defined planned neighborhood. Its flat topography lends itself well to a conventional street grid pattern, with streets grouped around two existing major roads. Thirty-foot wide streets with street parking on both sides have replaced the original nine-foot gravel roads. Concrete sidewalks are separated from the street by planting strips. There are no crosswalks, street trees or streetlights.

Truxtun is composed of 224 single lots measuring twenty-eight by one hundred feet and 26 double lots of equal depth but 40 feet wide.

Relatively uniform site conditions are created by shallow setbacks that are minimally staggered for better porch views. Most sites feature concrete walkways connecting the porch to the sidewalk and concrete ribbon driveways placed in narrow sideyards. Contributing to the pleasing appearance of the neighborhood are foundation plantings and utilities placed to the rear of the houses, out of view.

There are 250 houses in Truxtun that are five rooms each and are based upon a single plan that was rotated and modified to achieve four different exterior elevations. There are 224 single-family homes and 26 two-family duplexes. Most houses are of frame construction with brick foundations.



Elevations and plans for a typical Truxtun house.

VI. TRUXTUN HISTORIC DISTRICT FINDINGS



A variety of roof forms and orientations gives visual interest to the roofscape.

Truxtun's charm comes from the simple variations in architectural design, and in particular the Jerkinhead roof form. Also known as a clipped gable, the Jerkinhead roof is synonymous with Truxtun and is found on both end and side-gabled single-family structures in the historic district. More traditional gabled roofs are found on the two remaining styles, the end-gabled single-family and the side-gabled duplex.

To extend the limited living space outdoors, most houses in Truxtun have full-width front porches. While few houses in the district

retain their original siding and/or roof materials, there are still a number of details that convey the neighborhood's original appearance including exposed rafter ends, dormer windows and the overall massing of the structures. While windows and doors may have been replaced over time, the openings retain their original configurations and ratio of solids to voids. And while there are few instances of original seamed metal or asbestos shingle roofs, the new coverings have been applied so as to retain the original roof forms.



The clipped-gable or Jerkinhead roof is synonymous with Truxtun's architectural identity.



VI. TRUXTUN HISTORIC DISTRICT FINDINGS

C. Truxtun Questionnaire Results

Responses to Questionnaire

408 questionnaires were mailed out and 44 were returned for an average 11% return. Over half of the survey respondents have lived in Truxtun for more than sixteen (16) years and more than three-quarters consider their home in Truxtun to be their primary residence.

Historic Character and Physical Appearance

The importance of maintaining the historic character of the Truxtun neighborhood rated an above average 4.0 (out of 5.0) while the importance of the physical appearance rated 4.8 placing it well above the historic character.



Uniform setback and spacing provides rhythm on this block.

Property Finances

While 75% of property owners currently spend \$1000 or less per year on exterior improvements, four out of five respondents were willing to incur an additional monthly payment of between \$100 and \$300 for a low-interest loan to make exterior improvements. Most homeowners would use additional funds to purchase costly replacements items, such as windows and siding, as well as site improvements, most notably fencing. Other items mentioned include awnings, roof, gutter, paint, pressure cleaning and interior improvements. Also, help was requested in locating qualified contractors to perform such work. A few respondents also questioned whether grant funds might be available.

Historic District and Design Review Awareness

Almost 80% of those surveyed were aware that they owned property in a national, state, and local historic district. An even greater 86% were aware that changes to the exterior of their property needed Commission of Architectural Review (CAR) approval before work started.

Administrative Review of Alterations

When asked whether alterations to roof materials, windows, shutters, storm doors and windows, doors, porch designs and enclosures, siding, and paint colors should be reviewed by staff rather than CAR, over 50% of respondents responded affirmatively. Comments in regard to this question asked that the guidelines provide specific guidance on allowed materials.



Porches help to engage inhabitants with their neighbors.



Functionality of Review Process

Only one-fifth of respondents reported that they had applied to CAR for a Certificate of Appropriateness. They rated the application process a 4.4 for clarity and gave CAR a 4.0 score for timeliness. While 60% had their projects approved their first time before CAR, those that were denied were split two-to-one (yes/no) when asked if they understood why their application was denied. When asked about the fairness of the review process, CAR was given an average mark of 3.0.

Effectiveness and Enforcement

CAR was rated 3.0 regarding their effectiveness in preserving the historic character of the Truxtun neighborhood. The existing guidelines, of which 100% of respondents were aware, were rated a slightly above average 3.5 as a tool to prepare CAR review. The effectiveness of enforcement of the historic district regulations was rated below average at 2.7.

Technical Assistance for Preservation

Interest in technical assistance for preservation included a favorable rating of 3.7 across the board for internet websites, building seminars/workshops, and specific design assistance.

Neighborhood Satisfaction

Overall, respondents gave Truxtun a score of 3.6 for neighborhood satisfaction. Most comments were from dissatisfied property owners and focused on crime and maintenance. Many respondents share the perception that owner-occupied houses are better maintained than rental houses, enforcement of the guidelines is lacking, and CAR is too strict. Most comments regarded the reduction of rentals and crime prevention. Homeowners would like to see more streetlights, less cars, more police presence, and ways to keep kids off the streets.

General Comments

Most comments asked that substitute materials be accepted, also to make money available for improvements, provide more education and relax the regulations.



VI. TRUXTUN HISTORIC DISTRICT FINDINGS

D. Truxtun Workshop Results

Importance of Preserving Historic Character

Workshop participants felt that it is very important to preserve the historic character through enforcement of the guidelines.

Preservation of Original Features

The most important features identified by workshop participants included the entire facade of the house as visible from the street: openings such as windows and doors, front porches and porch railing designs, roof pitch and materials, dormers and vents, and the appearance of original materials.

Practicality of Original Materials

A majority of groups cited original materials as not practical, with a general consensus that homeowners would like to be able to use newer materials that retain the appearance of the original materials. Concerns were voiced regarding the ability to install security doors, code enforcement, and the consistent interpretation and application of the guidelines.

Importance of Updated Appearance

The groups agreed that they would like the ability to use new materials but in a way that preserves the historic look, especially citing their inability to find the historic materials.



The boarded-up windows on this vacant house display the original pattern of window placement.

Additional Assistance

Financial assistance was the most common form of assistance requested. They included programs for the elderly, programs not based on income, grants (federal, state, local), and tax abatement. Additional assistance programs mentioned included educational programs, a neighborhood watch patrol and a list of qualified contractors.

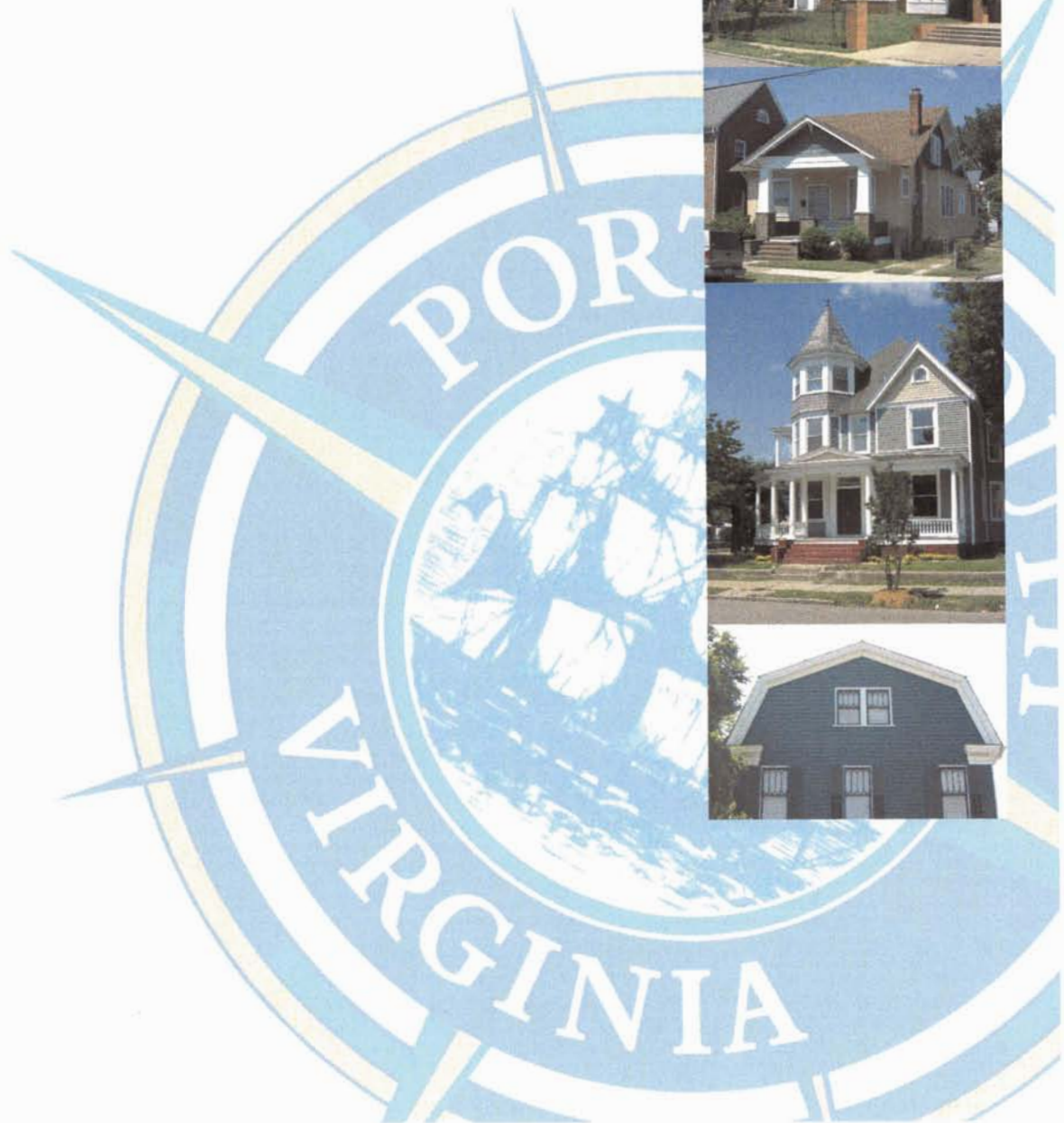
Preservation Program and Review Process

The CAR is seen to be too restrictive, therefore, preventing homeowners from making necessary changes. A suggestion was made that the guidelines should be upgraded and the process changed to allow for streamlined approval of applications not requiring structural change. It was also mentioned that CAR could communicate better with the neighborhood.



Inappropriately sized replacement windows change the appearance of this example.

VII. PARK VIEW HISTORIC DISTRICT FINDINGS



VII. PARK VIEW HISTORIC DISTRICT FINDINGS



A. Park View History

Excerpted from National Register of Historic Places Inventory – Nomination Form (1984)

The Park View Historic District is located in the northeastern area of the City of Portsmouth. Annexed in 1894, it was the City's first residential suburb north of the downtown commercial area. Electric street-cars, mass-produced building materials, and building-and-loan associations all contributed to the availability of affordable housing within the neighborhood, which was removed from the increasingly unsanitary conditions in other parts of town.

The area developed in the last years of the nineteenth century and the first decades of the twentieth century as the City of Portsmouth experienced tremendous commercial and industrial growth. Portsmouth's population grew from 12,000 in 1886 to 33,000 in 1910 as the City became one of Virginia's major shipping, industrial, and population centers exporting products such as tobacco, coal and lumber. Many of the blue- and white-collar residents of Park View would have been employed by one of the seven steamship or nine railroad trunk lines whose base of operations were in Portsmouth or Norfolk or by the Norfolk Naval Shipyard.



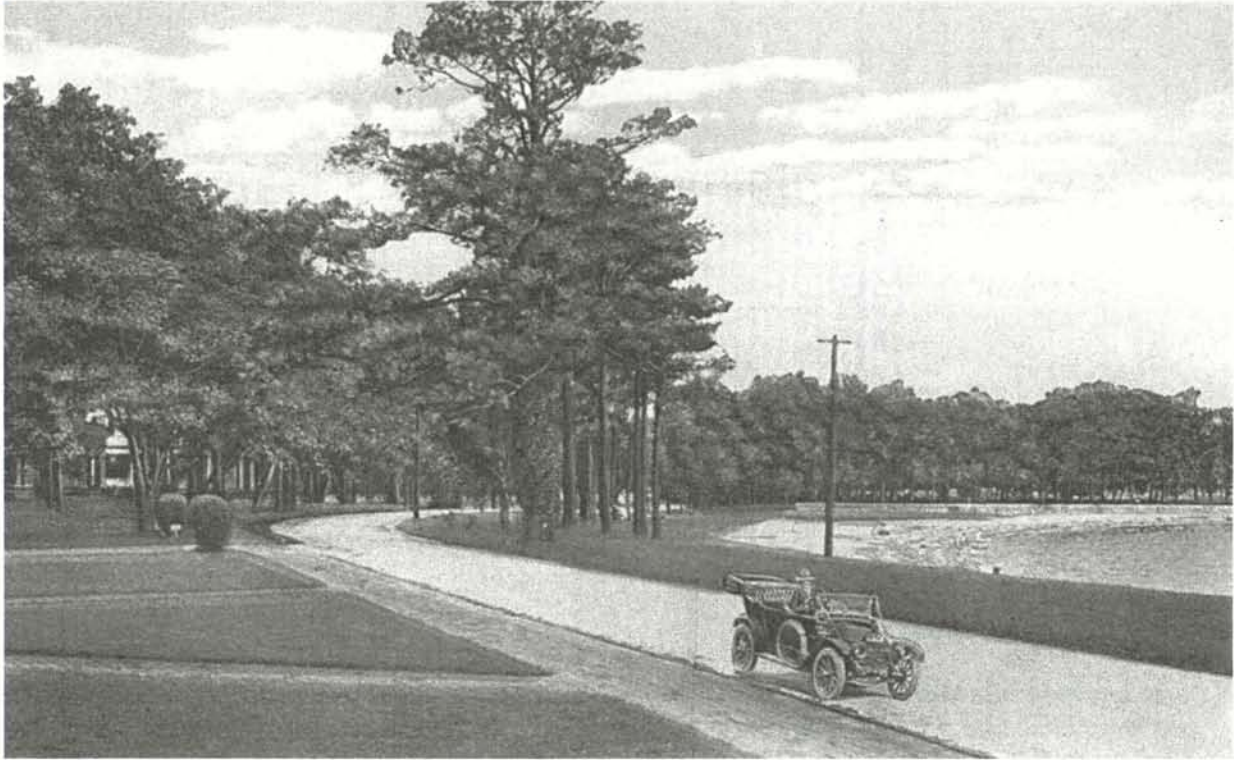
Hatton Residence, Park View, Portsmouth.



Porches and front-gabled bays are common features of the Queen Anne style in Park View.



VII. PARK VIEW HISTORIC DISTRICT FINDINGS



A postcard view of the Naval Hospital grounds from which Park View's name was derived.

Park View's name is derived from the U.S. Naval Hospital park that is located east of the district and was the only publicly accessible park in the city at the time. The Park View Historic District is built upon former farm land, including "Alabama" the former Hatton family farm; and is bounded by Scott's Creek to the west, the Elizabeth River to the north, London Boulevard to the south, and the U.S. Naval Hospital grounds to the east.

The historic district's 530 acres contain over 300 structures. This wealth of vernacular and high-style architecture reflects those styles that enjoyed national popularity during Park View's period of development, including Queen Anne, Colonial Revival, American Foursquare, and Bungalow styles.

The Park View National Register Historic District was established in 1984 and local review began the same year.



B. Park View Design Character

The Park View Historic District was laid out between 1888 and 1892 in a typical grid pattern of rectangular blocks. The majority of structures face the north-south axes of Parkview, Hatton, Riverview, Linden, Webster, and Elm avenues. Development began in the southern section with architecture predominantly in the Queen Anne style and ended on those streets to the north, nearest the river, constructed in the American Foursquare style.

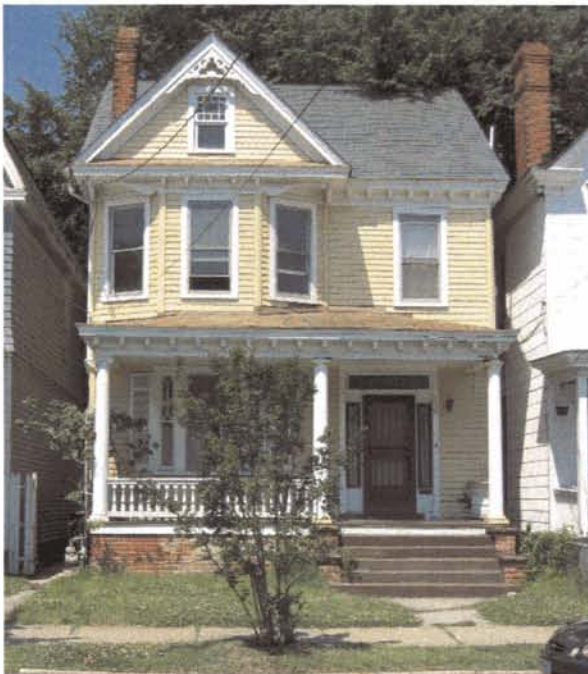
Today the streetscape in Park View Historic District is characterized by its sixty-foot wide, tree-lined streets; concrete sidewalks with granite curbs and patterned driveway cuts; street parking on both sides; and overhead utilities.

An original lot, platted by Portsmouth Land, Promotion and Improvement Company, that measured twenty-nine by one-hundred-and-five feet sold for \$400. Dwellings in the Park View Historic District are usually sited near the front of their well-planted lots.

Minimal side-yards, some with concrete ribbon driveways characterize individual sites. Concrete walkways lead from the front porch to the sidewalk or curb, connecting the private and public realms.

The majority of the approximately 300 houses in the Park View Historic District date to between 1894 and 1915. When built, these suburban houses in the Queen Anne, American Foursquare, Colonial Revival and Bungalow styles sold for \$1,000 to \$15,000 – including electric lights. Park View also contains Portsmouth’s first occurrence of double houses (duplexes) with symmetrical facades.

The Queen Anne style is the earliest and most plentiful style founding the historic district. Dating from the 1890s in Park View, this style is characterized by its simple frame construction, two-and-one-half story typical height, asymmetrical appearance, weatherboard cladding, gable end to the street, sawn woodwork located in the apex of the front gable, and porches with turned posts and sawn brackets.



Both vernacular (left) and high-style (right) examples of the Queen Anne style are found in Park View.



VII. PARK VIEW HISTORIC DISTRICT FINDINGS

By the turn-of-the-century many Queen Anne houses were incorporating elements of the Colonial Revival style and a hybrid style developed. These houses are characterized by their asymmetrical two-story frame construction capped by a hipped roof. Front gables are located above second-story bay windows. Colonial Revival details include modillion or dentil cornices, Palladian attic windows, pedimented dormers, and porches with Tuscan columns and turned balustrades.



This Queen Anne style dwelling incorporates Colonial Revival elements, especially on porch elements.



A standard early 20th century Colonial Revival design.

From the early twentieth century through the 1930s, a number of Colonial Revival dwellings were constructed in Park View. The symmetrical appearance of these structures was a marked departure from the earlier Queen Anne style. Common elements of the Colonial Revival style include its two-story brick or frame construction; gable or gambrel roofs; multipane glazing in one or both sashes; pediments, fanlights and sidelights to accentuate doorways; and dentil or modillion cornices.



The gambrel roof or Dutch sub-type of the Colonial Revival style shown here is partially clad in shingles more closely associated with the Victorian era.

VII. PARK VIEW HISTORIC DISTRICT FINDINGS



A typical two-story, two-bay Foursquare clad in narrow weatherboard.



A more high-style example, this Foursquare is defined by its shingled second level and twenty-four over one window glazing.

The American Foursquare enjoyed popularity across the country in the teens and twenties and Park View was no exception. These frame residences are usually two-and one-half story frame construction covered in weatherboard and/or shingles, always have hipped roofs with a single dormer, commonly have an asymmetrical arrangement of openings on the facade and a full-width porch with tapered columns on brick piers.



VII. PARK VIEW HISTORIC DISTRICT FINDINGS



A continuous shed roof dormer is a character-defining element of the only stone bungalow in the district.

The least represented early-twentieth-century style in the district is the Bungalow. Built between 1910 and 1930, these houses are characteristically one and one half stories and are of frame, stone, or brick construction.

They are defined by sweeping gable roofs with shed-dormers sheltering full-width porches, and wide overhanging eaves with exposed rafter ends.



A typical one- and one-half story frame bungalow.



This two-story example features a full-width porch.

VII. PARK VIEW HISTORIC DISTRICT FINDINGS



The rhythm of porches helps to define Park View's neighborhood character.

Perhaps the most repeated detail found in Park View is the porch. House by house, block by block, porches with turned columns, simple balustrades, and decorative scroll-sawn millwork engage the houses with the sidewalk and street beyond and the residents with their neighbors.



This shingle-clad gambrel end faces onto the street.



Steeply sloped gable ends repeat along this entire block.



VII. PARK VIEW HISTORIC DISTRICT FINDINGS



A bay window is accented with brackets above and shingles below.

Although wood weatherboard siding and standing-seam metal roofs are the predominant condition in the Park View Historic District, variety is achieved through the use of patterned shingles and paint color on frame buildings, and the occasional brick or stone structure. In addition to metal roofs, some original slate roofs remain in the area, while other original roofs have been replaced with asphalt shingles.

Openings are arranged consistent with the architectural style of the structure with an asymmetrical yet visually balanced arrangement most common. Queen Anne and vernacular houses of the period display windows with larger uninterrupted panes of glass, while later Colonial Revival and Bungalow examples have smaller, multiple panes in one or both sash.



A multi-paned window glazing pattern is an important feature of this Colonial Revival facade.

VII. PARK VIEW HISTORIC DISTRICT FINDINGS



A variety of rooflines is evident in this block view.

While there are streets in the Park View Historic District that are characterized by the repetitive complex gable roofs of the vernacular Queen Anne style, there is nonetheless a great variety in rooflines throughout the district. Hipped-roof American Foursquares, Gambrel-roofed Colonial Revival roofs, Mansard-roofed Second Empire, the sweeping low gable of Bungalow roofs and the turrets of Queen Anne towers all contribute to the rich variety that gives Park View its unique character.



VII. PARK VIEW HISTORIC DISTRICT FINDINGS

C. Park View Questionnaire Results

Responses to Questionnaire

334 questionnaires were mailed out and 31 were returned for an average 9% return. Nearly 70% of the survey respondents have lived in Park View for at least six years and over 80% consider their home in Park View to be their primary residence.

Historic Character and Physical Appearance

The importance of maintaining the historic character of the Park View Historic District rated a well-above average 4.3 (out of 5.0) while the importance of the physical appearance rated 4.9 near the top of the scale.

Property Finances

While two-thirds of property owners currently spend \$1000 or more per year on exterior improvements, almost 70% of respondents were willing to incur an additional monthly payment of between \$100 and \$300 for a low-interest loan to make exterior improvements.

Historic District and Design Review

Awareness

Seventy-eight percent of those surveyed were aware that they owned property in a national, state, and local historic district. An even greater 97% were aware that changes to the exterior of their property needed Commission of Architectural Review (CAR) approval before work started.



A four-plex with two-story porches.

Administrative Review of Alterations

When asked whether alterations should be reviewed by staff rather than CAR, there was a mixed reaction. A majority of respondents agreed that roof materials, windows, shutters, storm windows and doors and doors should be administratively approved rather than go before CAR. However, the responses were equally split on paint color; and when asked about porch design and siding, less than half of the respondents believed these items should be reviewed by staff.



A classically inspired early twentieth-century apartment building.



Designed in the Tudor Revival style, this dwelling is larger than most in Park View.

VII. PARK VIEW HISTORIC DISTRICT FINDINGS



Comments from respondents included a perception that CAR is seen as an adversary – inconsistent, capricious, hostile, and difficult. Also, homeowners would like a list of approved choices of materials that could be approved by staff, including substitute materials, and would like the process for staff approval to be web-enabled. Only design/structural issues should go to CAR.

Functionality of Review Process

Sixty-percent of respondents reported that they had applied to CAR for a Certificate of Appropriateness. They rated the application process an average 3.5 for clarity and gave CAR a below average score of 2.6 for timeliness. Only 56% of applicants had their projects approved their first time before CAR, and a majority of those that were denied did not understand why their application was not approved. When asked about the fairness of the review process, CAR was given a slightly below average mark of 2.8.



A brightly painted house in this district.

Effectiveness and Enforcement

CAR was rated a below average of 2.7 regarding their effectiveness in preserving the historic character of the Park View Historic District. The existing guidelines, of which only 59% of respondents were aware, were rated a below average 2.1 as a tool to prepare for CAR review. The effectiveness of enforcement of the historic district regulations was also rated below average at 2.4.

Technical Assistance for Preservation

Interest in technical assistance for preservation included a favorable rating of 3.7 for internet websites, 3.3 for building seminars/workshops, and 3.8 for specific design assistance.

Neighborhood Satisfaction

Overall, respondents gave Park View an above-average score of 3.6 for neighborhood satisfaction.

Most comments in this section noted the recent positive changes in Park View. However, they also remarked that there are still problems with code compliance and rental housing not keeping pace with revitalization and therefore, contributing to crime/drug problems.

General Comments

“Preservation should be a partnership between property owners and government.” Many comments were made regarding public education including the need for real estate agents to disclose historic district (HD) regulations, and better efforts to educate homeowners about the process – with suggestions that much more information be posted on the City’s website. Homeowners also commented that they would like to be able to use substitute materials that retain the historic appearance of the original materials but are more practical and economical/energy efficient. Property owners would also like to see better code enforcement believing that it is the only way to make preservation work. Some also commented that they would like to see efforts made to encourage landlords to keep up with pace of revitalization. Comments also touched on better maintenance of streets, the extension of the HD boundary on Elm Avenue, and the positive impact of the houses being renovated by developers (with caution that they should be held to the same standards).



Many modifications lead to a loss of historical integrity.



VII. PARK VIEW HISTORIC DISTRICT FINDINGS

D. Park View Workshop Results

Importance of Preserving Historic Character

The groups all expressed the need to preserve the period aesthetics; architectural features, design, shapes and sizes. More specifically, windows and porches were often mentioned as well as columns and gingerbread. A comment was also recorded that staff should approve paint color selection.

Practicality of Original Materials

Practical matters addressed included the availability and cost of original materials, energy efficiency, and maintenance as well as environmental issues with asbestos and lead paint. Groups felt it was important to preserve appearance versus materials and would like clear instructions on how to proceed.

Additional Assistance

The groups were in favor of financial assistance including tax credit information, low interest loans for rehabilitation and mortgages, and federal and state relocation assistance.

They also suggested educational assistance for homeowners including a local clearinghouse for available resources and technical information. Also they recommended a method of educating potential homebuyers regarding historic district regulations.

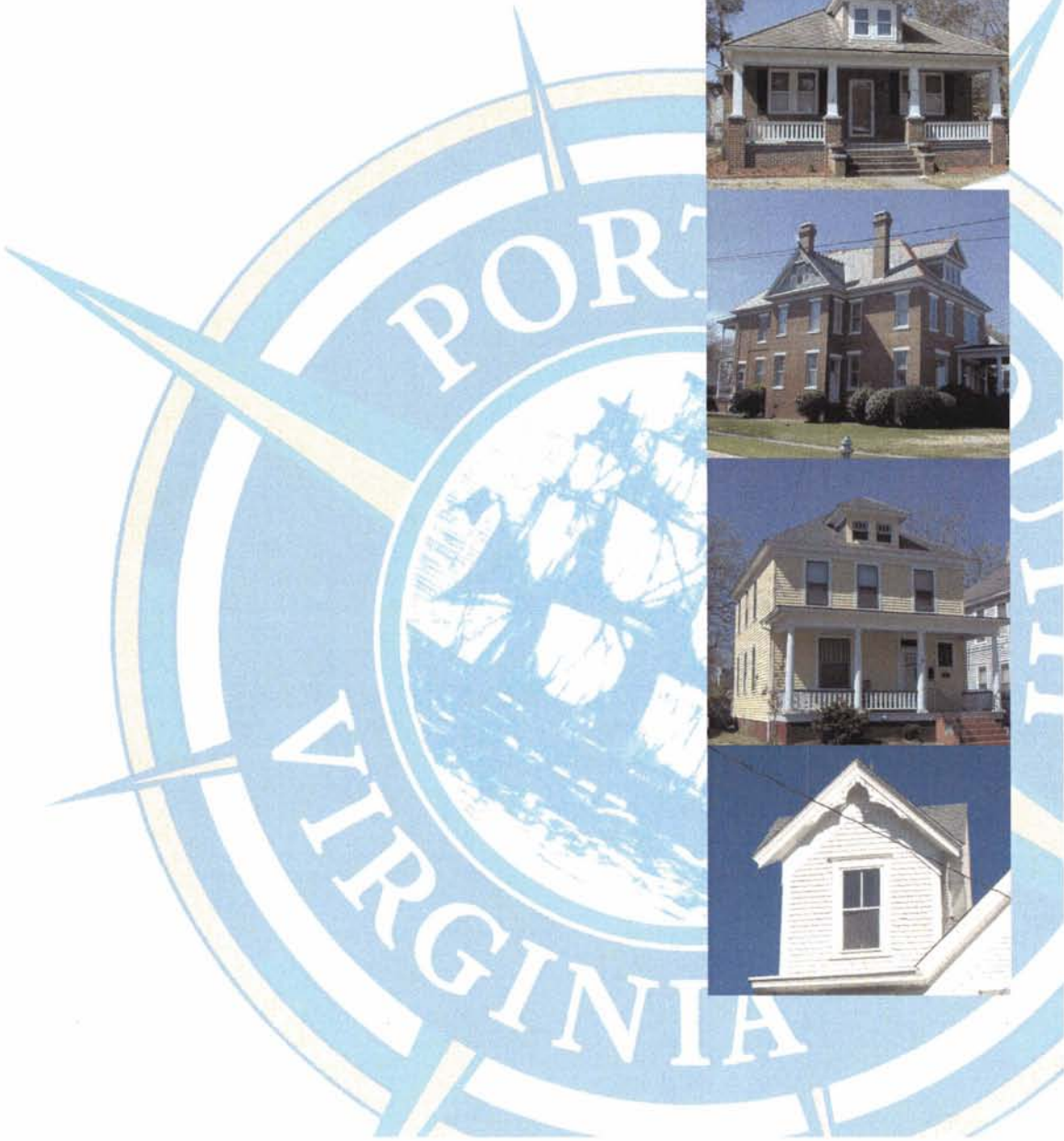
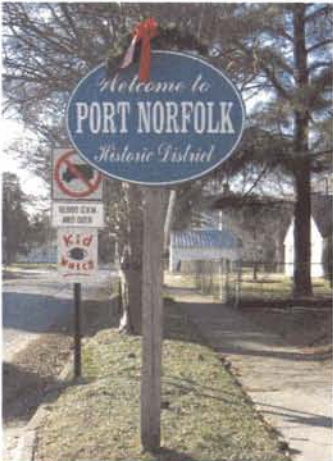
Preservation Program and Review Process

CAR is seen as a necessary committee but needs more education/training in historic guidelines and the ability to be more flexible. The process is also seen as being unclear and overly lengthy.



A number of renovation projects are underway in the Park View Historic District.

VIII. PORT NORFOLK HISTORIC DISTRICT FINDINGS



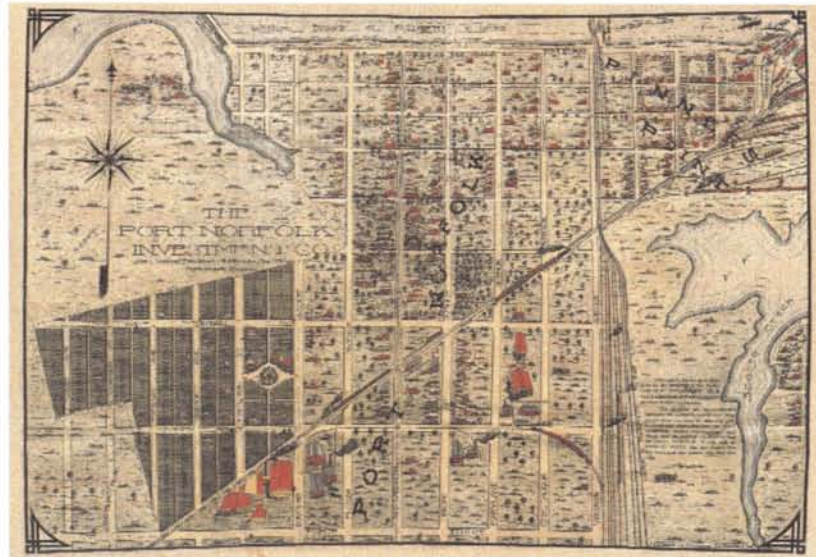


A. Port Norfolk History

Excerpted from National Register of Historic Places Inventory – Nomination Form (1983)

The Port Norfolk Historic District was built on a 175-acre parcel in the northern area of the city. The land was originally part of Colonel Crawford’s land-holdings and was donated by him to serve as the glebe for Portsmouth Parish and Trinity Church. This land was also the site of the British landing when Portsmouth and Norfolk were captured during the Revolution.

Throughout the nineteenth century this parcel was a successful farm, until its purchase in 1890 by the Norfolk Land Company. The former farm was platted into thirty city blocks and advertised as “healthful and attractive” housing for railroad and shipping facility workers. Between 1890 and 1920 approximately 740 houses were built providing a cohesive collection of middle-class housing from the turn-of-the-century period. A horse-drawn streetcar line connected residents to downtown; while a hotel, pavilion, and fishing pier attracted visitors from downtown to the new suburb.



Like Park View to its east, Port Norfolk was an attempt by developers to satisfy the need for middle-class housing for a fast-growing workforce employed by the railroad, shipping, and manufacturing industries. Many of Port Norfolk’s original residents worked to the south or east of the neighborhood in bordering industrial areas, and the Seaboard Line’s tracks form the southeastern boundary of the district.

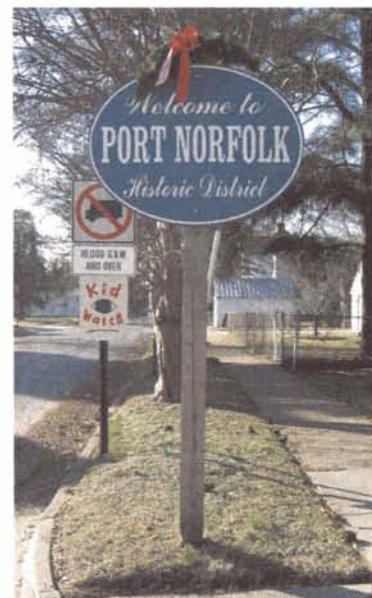
The name Port Norfolk is derived from the combination of Portsmouth and Norfolk.

The Port Norfolk National Register Historic District was established in 1983 and local review began the same year.



Streetcar transportation made suburbs such as Port Norfolk possible.

A small, commercial district with a pharmacy, bakery, and grocery store served the needs of the residents alleviating the need to make the trip downtown.





VIII. PORT NORFOLK HISTORIC DISTRICT FINDINGS

B. Port Norfolk Design Character



Uniform setbacks tie disparate architectural styles together.

Northern investors platted the former glebe and farm, Port Norfolk, into a typical grid pattern of 30 blocks each three hundred feet by six hundred feet. There were approximately 25 house lots per block and each measuring forty feet by one hundred and forty feet. The north-south primary streets were specified to be seventy-foot wide and the secondary east-west streets a more narrow fifty feet. Concrete sidewalk and curbs were poured and trees were planted along the primary streets.

Most houses in the Port Norfolk Historic District are sited facing the primary north-south streets with shared alleys bisecting the length of the block. House placement maintains a consistent shallow setback that pro-

vides a rhythm to each street in the district. A departure from this arrangement is made at the northern end of the district where a number of lots are oriented on an east-west axis along Bayview Boulevard to capitalize on the waterfront views. Mature street trees obscure the overhead utility lines that run in front of each house. Foundation plantings and site trees characterize individual sites as do concrete walks that extend from the curb or sidewalk to the house, and minimal side yards that are often occupied by concrete ribbon driveways.



End gables repeat along this block.



Access to utilitarian structures is gained via alleyways.

VIII. PORT NORFOLK HISTORIC DISTRICT FINDINGS



A high-style Queen Anne example on Bayview Boulevard.



Vernacular Queen Anne dwellings are common throughout the district.



Elements of both the Queen Anne and Colonial Revival styles are evident in this large residence.

Of the approximately 740 houses in the Port Norfolk Historic District, the majority date to between 1890 and 1910 and are compatible in design, scale, and materials. These houses in the Queen Anne, American Foursquare, Colonial Revival and Bungalow styles were

the typical middle-class residential housing of the period. Higher-style Queen Anne dwellings are found along Bayview Boulevard overlooking the water/Elizabeth River/Western Branch.



VIII. PORT NORFOLK HISTORIC DISTRICT FINDINGS



Most vernacular Queen Anne examples in Port Norfolk have either hipped or complex gable roofs with an end-gable facing the street.

The highest style Queen Anne residences in the Port Norfolk Historic District use a variety of complex roof lines, gables, and turrets with conical roofs clad in diverse textures and patterns and adorned with a high-level of manufactured wood ornamentation. A simpler Queen Anne variant, representative of the middle-class original residents of the district, distills the elements of this higher style. A gable end oriented to the street, three-bay facade, asymmetrically located front door, and front porch with turned posts and balustrade characterizes this style, the most popular architectural style in the district.

VIII. PORT NORFOLK HISTORIC DISTRICT FINDINGS



Brick construction and a symmetrical facade are Colonial Revival elements of this bungalow.

Bungalows, dating predominantly from the 1920s, were also popular in Port Norfolk. These houses are characteristically one and one half stories and are of frame or brick construction. They are defined by sweeping gable or hipped roofs with shed or hipped-roof dormers, full-width porches tucked into the main roofline and supported by tapering square columns on brick pedestals, and wide overhanging eaves with exposed rafter ends.



A cross-gable dormer dominates the facade of this one-story bungalow.



This two-story bungalow features bracketed eaves.



VIII. PORT NORFOLK HISTORIC DISTRICT FINDINGS



Craftsman-style multi-pane windows accent the facade of this American Foursquare in Port Norfolk.

The American Foursquare also enjoyed popularity in Port Norfolk. These residences are usually a square mass of two-and-a-half stories, always have hipped roofs with a single

dormer per elevation, commonly have an asymmetrical arrangement of openings on the facade, and a full-width porch with tapered columns on brick piers.



A Foursquare duplex with a full-width Colonial Revival porch.



This shingle-clad Foursquare has bracketed eaves and a red tile porch roof.

VIII. PORT NORFOLK HISTORIC DISTRICT FINDINGS



Symmetry is the hallmark of the Colonial Revival style.

Houses in the Port Norfolk Historic District built between 1930 and 1950, well after the initial period of development, were often constructed in the Colonial Revival or English Vernacular style. Many of these frame or brick dwellings are a single-story with a cottage-like appearance.

A few examples of 1920s/1930s multi-family housing exist in Port Norfolk and are two-to-three story structures characterized by central entrances flanked by porch towers.



This English vernacular house displays multiple end gables often associated with the Tudor Revival style.



Small-pane bay windows and through-the-wall dormers are typical of the Cape Code variant of the Colonial Revival style.



VIII. PORT NORFOLK HISTORIC DISTRICT FINDINGS

The small commercial section of the Port Norfolk Historic District is located at the intersection of Broad and Detroit streets and features a row of turn-of-the-century brick and frame vernacular commercial structures as well as a free-standing gas station.

The Port Norfolk Historic District, like many other neighborhoods developed at the turn of the century, is characterized the wealth of mass-produced architectural details available by catalog order and shipped via an ever-growing network of railroads. A majority of houses in the district employ these materials in their porch design, cornices and dormers.



A row of storefronts characterize Port Norfolk's small commercial district.



Porches engage these houses with the street and the neighborhood.

Porches serve as a unifying factor in the district, linking stylistically divergent dwellings to one another and to the common network of sidewalks and streets. Shed-roofed porches supported by simple turned columns spanned by rows of square balusters can be found on Queen Anne, American Foursquare and Bungalow examples in the district.

VIII. PORT NORFOLK HISTORIC DISTRICT FINDINGS



An end-gable clad in wood shingles.



Second-story fish-scale shingles and decorative gingerbread.



Metal roof cresting and patterned slate roof.



Gable ends clad in fish-scale shingles.

Likewise, a vocabulary of materials is repeated in differing combinations throughout the district. Many houses are clad in a combination of wood weatherboard or novelty siding with front gables accented by the use of fish-scale or other decorative wood shingles. The most ornate roofs in the district are multi-colored,

decorative patterned slate, some with metal crest railings. Painted standing-seam metal roofs and un-patterned slate roofs can also be found in the district. Many original roofs have been replaced with asphalt shingles, some of which attempt to mimic period slate patterns.



VIII. PORT NORFOLK HISTORIC DISTRICT FINDINGS



Bracketed eaves.



Hipped dormer on hipped roof.



End gable with composite attic window.



Cross-gable dormer with bracketed eaves.



Hipped roof dormer with multi-pane paired windows.



This partially glazed door is capped by a fanlight and sheltered by a classically inspired portico.

Houses in the Port Norfolk Historic District display a wealth of original windows and doors. Whether arranged symmetrically or asymmetrically, the most common window type is a double-hung sash with a multi-pane upper sash over a single-light lower sash. Doors are likely to be partially glazed and are often surrounded by sidelights and capped by a transom or fanlight.

A variety of rooflines add to the eclectic nature of the district. Complex or intersecting gables are the norm for Queen Anne structures; hipped roofs are synonymous with the American Foursquare style as well as being found on Bungalows in the district; and gable roofs cap many Bungalows and vernacular styles.



C. Port Norfolk Questionnaire Results

Responses to Questionnaire

846 questionnaires were mailed out and 139 were returned for an average 16% return. Over 60% of the survey respondents have lived in 87% consider their home in Port Norfolk to be their primary residence.

Historic Character and Physical Appearance

The importance of maintaining the historic character of the Port Norfolk Historic District rated an above average 4.1 (out of 5.0) while the importance of the physical appearance rated 4.6 near the top of the scale.

Property Finances

While only 40% of property owners currently spend \$1000 or more per year on exterior improvements, 50% of respondents were willing to incur an additional monthly payment of between \$100 and \$500 for a low-interest loan to make exterior improvements.

Historic District and Design Review Awareness

Seventy-nine percent of those surveyed were aware that they owned property in a national, state, and local historic district. An even greater 97% were aware that changes to the exterior of their property needed Commission of Architectural Review (CAR) approval before work started.

Administrative Review of Alterations

When asked whether alterations should be reviewed by staff rather than CAR, a majority of respondents agreed that roof materials, windows, shutters, storm windows and doors, doors, porch design and enclosures, siding and paint colors should be administratively approved rather than go before CAR.

Many property owners see CAR as being arbitrary and inconsistent and needing more training. Homeowners would like to see more flexibility in approved materials especially newer technologies that retain the historic appearance. Staff approval would be accepted based on CAR-approved materials and appropriate training with design issues still going directly to CAR. It was also suggested that denials include information/education on what would be approved.

Functionality of Review Process

Over 60% of respondents reported that they had applied to CAR for a Certificate of Appropriateness. They rated the application process an above average 3.7 for clarity and gave CAR an average score of 3.0 for timeliness. Fifty-six percent of applicants had their projects approved their first time before CAR, and a three-quarters of those that were denied understood why their application was not approved. When asked about the fairness of the review process, CAR was given an average mark of 3.1.



A brick bungalow in Port Norfolk retains a high-degree of historic integrity.



This Colonial Revival house appears to retain many of its original character-defining features.



VIII. PORT NORFOLK HISTORIC DISTRICT FINDINGS

Effectiveness and Enforcement

CAR was rated a below average of 2.9 regarding their effectiveness in preserving the historic character of the Port Norfolk Historic District. The existing guidelines, of which 82% of respondents were aware, were rated a below average 2.2 as a tool to prepare for CAR review. The effectiveness of enforcement of the historic district regulations was also rated below average at 2.5.

Technical Assistance for Preservation

Interest in technical assistance for preservation included a favorable rating of 3.3 for internet websites, 3.2 for building seminars/workshops, and 3.1 for specific design assistance.

Neighborhood Satisfaction

Overall, respondents gave the Port Norfolk Historic District an above-average score of 3.6 for neighborhood satisfaction.

Comments from property owners were divided between those who see the neighborhood improving and those who see it declining. Residents have also seen crime rates rising since a nearby public housing project was closed. This closing is also perceived as a cause of homeowners moving out of the district and a corresponding increase in the amount of rental property. Many comments were made regarding inconsistency of CAR decisions and selective enforcement. Also owners would like to see full disclosure about the historic district to potential homebuyers and more clarity in the design guidelines.



Materials and textures define many historic structures.

General Comments

Most property owners share the opinion that CAR should focus on the big picture (not defined) and some believe that the CAR is seen as arrogant and elitist. They feel that there is a disconnect between the City allowing signs on bedsheets but having to get approval for paint colors. Many feel that a lack of enforcement is leading to blight and that there need to be fines for non-compliance and City Council support of CAR decisions. Some would like to see more neighborhood representation on CAR and more knowledgeable/qualified members. A respondent asked if the City could maintain a list of contractors who agree to abide by guidelines. Another asked if a City inspector could be dedicated to historic districts. Finally, some thought that substitute materials should be allowed to better preserve the general appearance of the properties.



Substitute materials may hide original details.



Proper maintenance is important.



D. Port Norfolk Workshop Results

Importance of Preserving Historic Character

Workshop participants expressed an interest in retaining as much historic character/existing materials as possible. However, they felt that it is most important to concentrate on the style and basic shape of the structure not the materials. Specific features, whose overall appearance should be maintained, included porches, siding, windows, gingerbread, original tin and slate roofs, stained glass, and gables.

Practicality of Original Materials

Most workshop attendees thought that quality substitute materials should be approved if original appearance is maintained. Most felt that original materials are not cost effective. Many property owners would like access to information on allowed materials, a contractors certification program, and buyer/seller accountability.

Additional Assistance

Suggestions were made that there should be better City department interaction to expedite the review process. It would also be beneficial for homeowners if the City staff was better informed and maintained an updated materials library open to property owners. District residents would also like to see better enforcement of the regulations and landlords held accountable. Other suggestions for assistance included low interest loans, certified contractors, do-it-yourself workshops, access to recycled materials, accurate information sharing, and updated guidelines.

Preservation Program and Review Process

Property owners felt that CAR needs continual back up of City Council and that there is not enough enforcement. As the current process is perceived as difficult and lengthy, it was suggested that consideration be given to expediting the review and approval process via city planning staff.

Boundary Status

When asked to comment on the current boundaries of the historic district, some residents expressed an interest in additional protection of the waterfront, squaring off the historic district to Hartford, including the 600 block of Mt. Vernon and with some thought that boundaries should be kept the same.

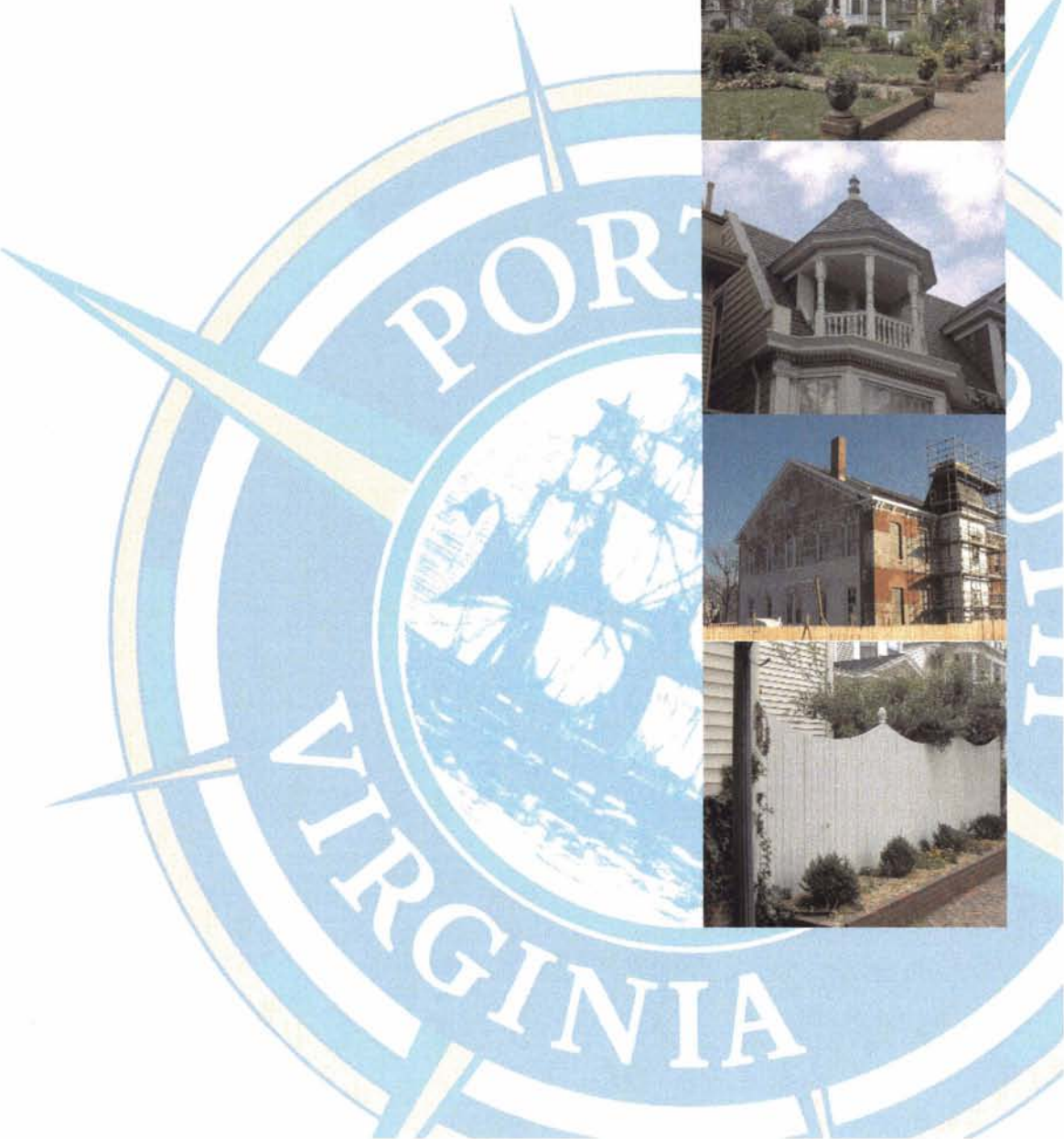
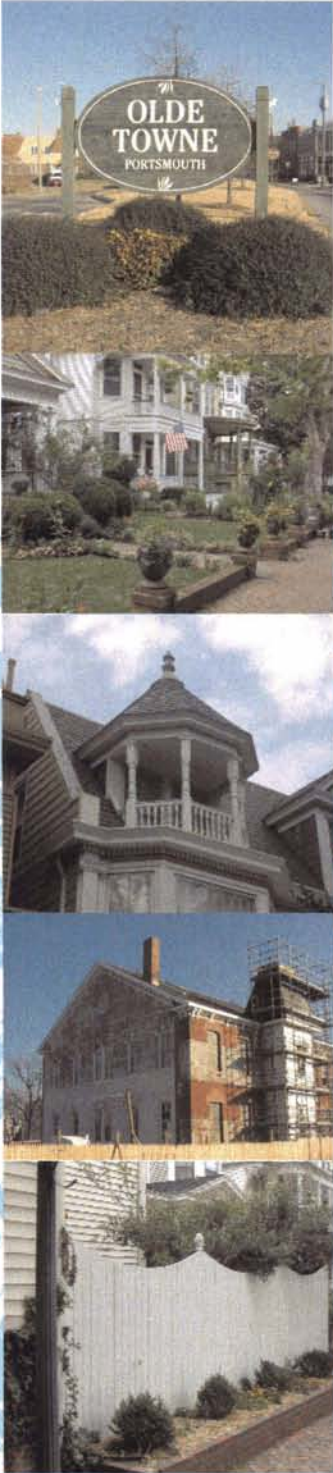


The original slate roof (left) has been replaced by architectural shingles (right).



Artificial slate was installed on this roof in the district.

IX. OLDE TOWNE HISTORIC DISTRICT FINDINGS





A. Olde Towne History

Excerpted from National Register of Historic Places Inventory – Nomination Form (1970) and Images of America: Portsmouth, Virginia

The history of Olde Towne Historic District is the early history of the City of Portsmouth. A ferry connection between Portsmouth and Norfolk existed as early as 1636 although the town was not platted until 1752. In that year, Colonel William Crawford gave 65 acres for the establishment of the town. Portsmouth was laid out based on a grid pattern, with wide and narrow streets alternating, quarter-block lots laid out in squares, and the four corners at High and Court streets reserved for public use such as a courthouse, market, jail and church. Eleven years later the town was extended to a half-mile square, more than double its original size, through the annexation of the land west to Chestnut Street previously owned by Thomas Veale. This 1763 town forms the basis for the boundaries of the historic district (1970) and is the only surviving early townscape in the Hampton Roads area.

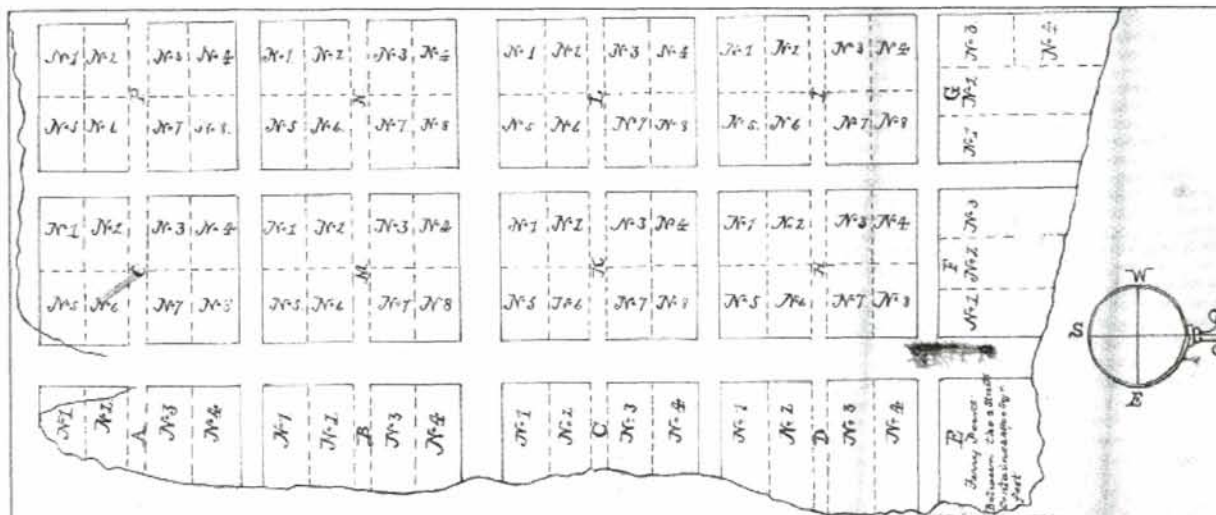
The oldest historic district in Portsmouth, Olde Towne Historic District was placed on the National Register in 1970, preceded by local review that began in 1967.



A mid-twentieth century streetscape view in Olde Towne.



Stone steps lead to the front door.



1752 plat for Portsmouth.



IX. OLDE TOWNE HISTORIC DISTRICT FINDINGS

B. Olde Towne Design Character

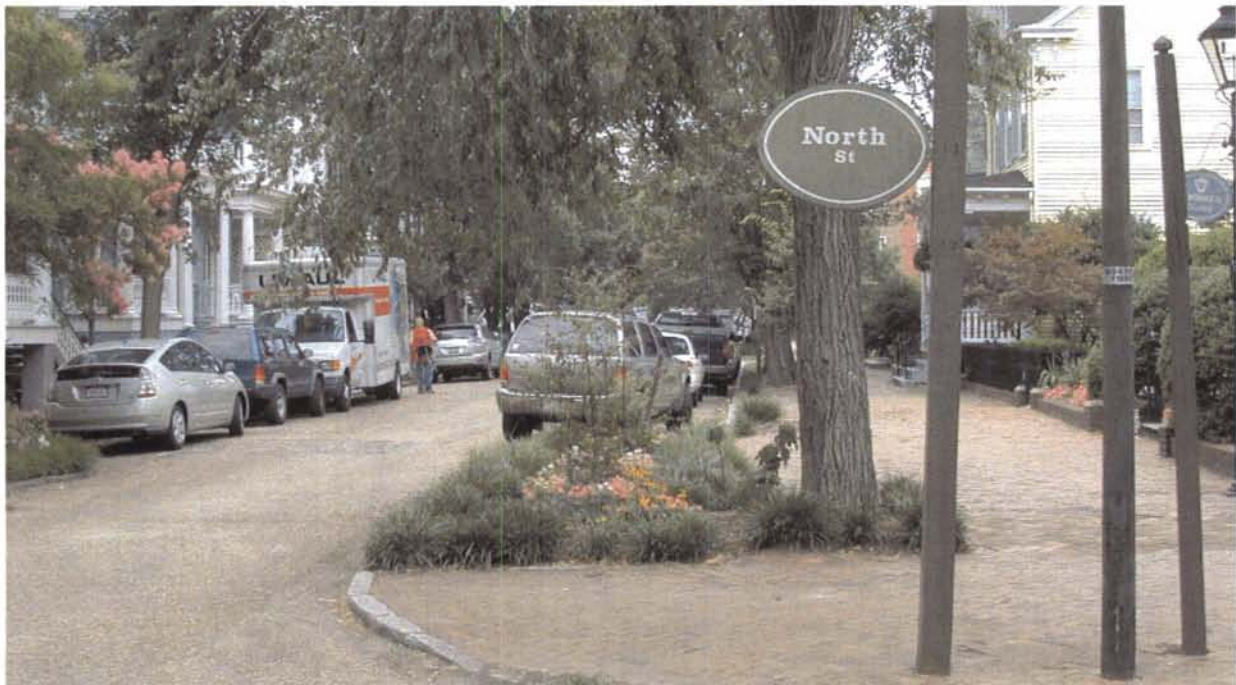
The twenty blocks that comprise the Olde Towne Historic District are located in the northeastern section of the City and overlook Crawford Bay. More narrow east-west streets and wider north-south streets follow the original grid pattern. These tree-lined streets are lined with granite curbs and many retain early brick or stone slab sidewalks. Densely built townhouses set close together on narrow lots reinforce this neighborhood's urban presence.



Porches directly engage those houses with the sidewalk and street.



A variety of architectural styles and rooflines adds a rich texture to the Olde Towne streetscape.



Attractive signage and plantings contribute to the character of this district.

IX. OLD TOWNE HISTORIC DISTRICT FINDINGS



The narrow lots, shallow setbacks, and densely developed lots that are characteristic of the Olde Towne Historic District leave only minimal side or rear yards. These verdant spaces are often separated from public improvements by wood or iron fences while the houses themselves directly engage the sidewalk or street.



A wood gate and fence enclose this yard.



An iron fence allows a glimpse of the garden beyond.

The architecture most identified with the Olde Towne district is the two- and three-story, brick or frame townhouse on a high English basement and detailed in either the Federal or Greek Revival style. These structures were designed to withstand frequent flooding and are often referred to as “basement houses.” The basement level housed kitchens and dining areas, as most lots were too small for outside kitchens. Entry to the elevated main living areas was gained by way of a long flight of wooden steps from street level. Numerous post-Civil War and early-twentieth-century structures are compatible with the earlier styles and serve to unify block facades.



A “basement” house in the Federal style.



IX. OLDE TOWNE HISTORIC DISTRICT FINDINGS

Federal houses in the Olde Towne Historic District are constructed of brick or frame and are noted for their above ground basements. Identifying features of this style include semi-circular fanlights over the front door, sometimes as part of a larger door surround with crown/pediment and sidelights, in some cases extended to form a small entry porch or portico. The cornice band will often be accented with dentil molding. Windows provide symmetry to this style and will be horizontally and vertically aligned and never placed in pairs. The double-hung wooden windows will typically have six panes per sash with thin wooden supports between the panes.

The Greek Revival townhouse in the Olde Towne Historic District is constructed on an English basement following the precedent established by the preceding Federal style. Their cornice lines, doorways, porch-support columns and windows can often distinguish Greek Revival examples. A wide, typically unadorned board below the cornice often accentuates the main roof line as well as the porch roof. Many doorways are capped by a rectangular transom and often framed by narrow side-



A six-panel door with fanlight and sidelights.

lights. Greek Revival doors, whether a single door or a pair, often have less raised panels than earlier styles leading to a more vertical appearance. Porch-support columns whether round or square are often derived from the simple Doric style and omit fluting in the column shaft. Windows retain the same pane configuration as in the Federal style but can be distinguished by their stylized decorative crowns.



A Greek Revival dwelling clad in stucco and accentuated by horizontal banding.



A Greek Revival style temple front adorns this multi-family structure.

IX. OLDE TOWNE HISTORIC DISTRICT FINDINGS



Italianate style houses are usually two- or three-story structures and are characterized by low-pitched roofs with widely overhanging eaves that appear to be supported by decorative carved brackets. Tall, narrow windows are often capped by elaborate crowns on the first level and are commonly arched on the second level. These windows give Italianate houses a definite vertical orientation. This style also introduced the use of segmentally arched window tops and the frequent use of windows in groupings.

Second Empire houses in the district can be identified through their unique Mansard or dual-pitched hipped roof shape. The steeply sloped lower roof is punctuated by dormer windows and bounded by molded cornices both above and below. Further embellishment is achieved through the mounting of decorative brackets below the eaves. Aside from their distinctive roof shape that served to reduce the visual mass of a third story, these houses are stylistically similar to the Italianate.



A tall, narrow window bay provides a strong vertical orientation for this Italianate dwelling.



A Second Empire style is characterized by the shingle-clad, third story Mansard roof.



IX. OLDE TOWNE HISTORIC DISTRICT FINDINGS



A Queen Anne facade is dominated by a projecting tower.

Queen Anne style houses in the Olde Towne Historic District can be identified by their irregular shape and are capped by a steeply pitched complex gable roof often with a front facing gable. A variety of textures and materials combine with bay windows and towers to avoid a smooth-walled appearance. These asymmetrical structures usually incorporate a partial to full-width one-story porch into their facade. Most examples of this style can be divided into two substyles on the basis of their decorative detailing; either spindlework, also known as “gingerbread” or free classic that shares many attributes of the Colonial Revival style. Window and door surrounds tend to be more simple than in earlier styles, and double-

hung windows often contain a single large pane of glass in each sash.



Steeply pitched rooflines and intricate woodwork define this Queen Anne dwelling.



Many Colonial Revival elements are evident on this transitional Queen Anne residence.

The hybrid Shingle-Style/Colonial Revival employs the asymmetry introduced in the Queen Anne style with many classical features commonly associated with the Colonial Revival style wrapped in a single cladding material, the hallmark of the Shingle Style.



C. Olde Towne Questionnaire Results

Responses to Questionnaire

408 questionnaires were mailed out and 103 were returned for an average 25% return. Nearly 70% of the survey respondents have lived in Olde Towne for at least six years and roughly 90% consider their home in Olde Towne to be their primary residence.

Historic Character and Physical Appearance

The importance of maintaining the historic character of the Olde Towne Historic District rated a well above average 4.6 (out of 5.0) while the importance of the physical appearance rated 4.9 near the top of the scale.

Property Finance

While approximately three-quarters of property owners currently spend \$1000 or more per year on exterior improvements, 86% of respondents were willing to incur an additional monthly payment of between \$100 and \$500 for a low-interest loan to make additional exterior improvements.

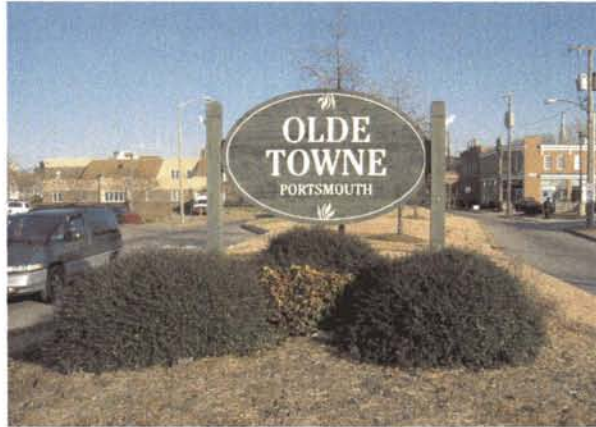
Historic District and Design Review

Awareness

Ninety-eight percent of those surveyed were aware that they owned property in a national, state, and local historic district. An even greater 100 percent were aware that changes to the exterior of their property needed Commission of Architectural Review (CAR) approval before work started.



Olde Towne was Portsmouth's first National Register Historic District.



Signage indicates the boundaries of the historic district.



A minimal setback allows for shallow front yards--uncommon in Olde Towne.



IX. OLDE TOWNE HISTORIC DISTRICT FINDINGS

Administrative Review of Alterations

When asked whether alterations should be reviewed by staff rather than CAR, there was a mixed reaction. A majority of respondents agreed that roof materials, windows, shutters, storm windows and doors and siding should be administratively approved rather than go before CAR. However, the responses were equally split on paint color; and when asked about porch design and doors, less than half of the respondents believed these items should be reviewed by staff.

Comments from respondents included a wish to see guidelines remain as restrictive as possible with guidance from CAR on approved materials; and that as long as a project strictly adheres, there should be no need to come before CAR.

Functionality of Review Process

Two-thirds of respondents reported that they had applied to CAR for a Certificate of Appropriateness. They rated the application process an average 3.7 for clarity and gave CAR an above average score of 3.5 for timeliness. Sixty-three percent of applicants had their projects approved the first time before CAR, and four-out-of-five of those that were denied understood why their application was not approved. When asked about the fairness of the review process, CAR was given an above average mark of 3.8.

Effectiveness and Enforcement

CAR was rated an above average 3.7 regarding their effectiveness in preserving the historic character of the Olde Towne Historic District. The existing guidelines, of which 78% of respondents were aware, were rated a slightly above average 3.7 as a tool to prepare for CAR review. The effectiveness of enforcement of the historic district regulations was also rated an average 3.0.

Technical Assistance for Preservation

Interest in technical assistance for preservation included a favorable rating of 3.7 for internet websites, 3.5 for building seminars/workshops, and 3.6 for specific design assistance.

Neighborhood Satisfaction

Overall, respondents gave the Olde Towne Historic District an above-average score of 4.5 for neighborhood satisfaction.

Most comments under this heading focused on the condition of property owned by absentee landlords and that the City is not held to the same standards as private citizens. Property owners also feel that the City could do a much better job with code enforcement and with training of the CAR staff. Crime is perceived to be rising, while City services are not on par with the taxes paid.

General Comments

Comments regarding CAR included establishing term-limits and that CAR members should base judgments on guidelines, not personal opinion. CAR should use common sense and some flexibility in considering newer materials that retain the historic appearance and weigh preservation versus livability without reducing high overall standards.

Code enforcement needs to be strengthened to enforce these guidelines, and City Council needs to uphold CAR decisions to encourage future investment in the district. Homeowners would also like to see guidelines given to new owners at closing when they purchase a property in the district. They would also like technical/design assistance made available to them.



D. Olde Towne Workshop Results

Importance of Preserving Historic Character

One group expressed an interest in the entire exterior of home and grounds including fencing and yard, not just what is visible from street coming under review. There was consensus from the other groups that the architectural character of the house, porches, windows, doors, architectural elements, roof pitch, materials, colors were the attributes that contributed to a building's historic character.

Practicality of Original Materials

Comments ranged from those who feel that original materials are practical with proper routing maintenance – to not practical. The preservation of original materials was considered important, however, some were willing to make exceptions if it “looks the same.” Property owners would like CAR to provide a list of pre-approved materials basing guidelines on NPS recommendations for new materials.

Additional Assistance

Comments regarding assistance ranged from low-interest loans (suggestion that these are only for owner-occupied structures); to a roster of capable, certified, knowledgeable contractors; educational seminars/hands-on maintenance classes; design assistance; tax credits; tax relief; and dedicated city staff to provide help for homeowners to interpret the guidelines.

Preservation Program and Review Process

The consensus was that the guidelines should be updated and uniformly applied. There should also be better enforcement and ramifications for not complying. Residents would like to see more public education regarding guidelines and suggested that guidelines be given to new property owners at settlement. Suggestions were also made that there should be more training on materials/architectural terms for CAR, more resources available online and that the review process should be expedited.



Brick wood and stone provide a symphony of textures on this unique example.



Decorative ironwork should be retained.



This building once housed the city market.

Boundary Status

Most attendees answered that there should be no change although there were some comments to include the West side of Olde Towne South, south side of Queen Street – and to potentially add only residential structures .

**X. ANALYSIS OF CURRENT HISTORIC DISTRICT
ORDINANCE AND GUIDELINES**



X. ANALYSIS OF CURRENT HISTORIC DISTRICT ORDINANCE AND GUIDELINES



A. Goals and Limits of a Local Historic District Ordinance

1. What a Local Ordinance Does:

- Provides a municipal policy for the protection of historic properties;
- establishes an objective and democratic process for designating historic properties;
- protects the integrity of designated historic properties within a design review requirement;
- authorizes design guidelines for new development within historic districts to ensure that it is not destructive to the area's historic character; and
- stabilizes declining neighborhoods and protects and enhances property values.

2. What a Local Preservation Ordinance Does Not Do:

- Requires that historic properties be open for tours;
- restricts the sale of the property;
- requires improvements, changes, or restoration of the property;
- requires approval of interior changes or alterations;
- prevent new construction within historic areas; and
- require approval for ordinary repair or maintenance.

*The above information is from:
Georgia Alliance of Preservation
Commissions, University of Georgia
School of Environmental Design, Athens,
Georgia, 1999.*

B. Comparison of a Model to Portsmouth Ordinance

1. The Basic Components of a Model Ordinance (with Portsmouth's Specific Sections):

- States public purpose (Sec. 40-51)
- Creates preservation commission (Sec. 40-178)
- Designates historic resources (Sec. 40-178 – Other powers and duties)
- Sets criteria for design review
 - a. (Sec. 40-53 – Application for COA)
 - b. (Sec. 40-53.1 – Commission Review)
 - c. (Sec. 40-54 – Standards for Certificate of Appropriateness in Historic Districts)
- Establishes enforcement process for design review (only general enforcement in ZO)
- Establishes appeals process for owners denied COAs (Sec. 40-53.6)

The City of Portsmouth's Historic Preservation Overlay Zoning contains the basic components needed to satisfy generally accepted standards for overlay districts as listed above. Its use, however, could be simplified by combining the three disparate sections (Article IV: Historic Districts, Division 2: Administrative Entities, and Article XV: Enforcement) into a single section easily referenced by professionals and inexperienced property owners alike.



X. ANALYSIS OF CURRENT HISTORIC DISTRICT ORDINANCE AND GUIDELINES

C. Additional Suggested Sections for Portsmouth Ordinance

The pertinent sections of the existing ordinance were compared to the annotated historic preservation ordinance as found in the Virginia Local Preservation Reference Collection located at the University of Mary Washington Center for Historic Preservation.

On a general note, while Portsmouth's current zoning ordinance has a general glossary, it would be particularly helpful to have a section containing definitions related to historic zoning at the beginning of the preservation zoning section(s).

Other findings based on comparison to the model ordinance show that the inclusion of the following sections could strengthen the current ordinance:

1. Commission's Authority, Powers and Responsibilities

- Statement of the Commission's Powers, Authority and Responsibilities
- Authority to:
 - Request information from other governmental agencies
 - Employ staff and consultants
 - Receive funding from various sources
- Commission Powers
 - Approval of Alterations and New Construction
 - Commission Action on Publicly Owned Historic Properties
 - Minimum Maintenance (Demolition by Neglect)
 - Limitations on Commission Power to Review
- Responsibility to Designate Historic Districts or Landmarks (portions existing in current zoning)
 - Commission mandate to conduct survey of local historic resources
 - Commission's power to recommend districts and buildings to City Council for designation

- Preparation of report on proposed designation
- Criteria for selection for historic districts or landmarks
- Application for designation
- Designation consent requirements
- Commission's authority to amend or rescind designation

2. Commission Operation

- Removal and compensation of Commission members
- Selection of Commission officers (currently in by-laws)
- Training sessions
- Conflict of interest
- Criteria for Commission actions
- Procedural guidelines
- Commission's authority to delay approval
- Giving notice of Commission's decision to applicant
- Explanation of Commission's disapproval of proposed plans

3. Enforcement

- Authority to inspect
- Revocation of permits
- Injunctions and stop work orders
- Penalty provision (Criminal/Civil exists in general zoning provisions)



D. Content of Current Guidelines

The three sets of current guidelines; one for Olde Towne; one for Park View and Port Norfolk; and one for Cradock and Truxtun, date to the late 1980s. Each set provides a brief history of the district and accompanying map before entering a discussion of the architectural styles prevalent in each district. These styles are then discussed, with the aid of photographs and labeled drawings, to familiarize the reader with the attributes of each style. The next section is devoted to rehabilitation and both the Olde Towne and Park View/Port Norfolk guidelines include the text of The Secretary of the Interior's Standards for Rehabilitation. This section, in all three sets of guidelines, reads as much as a maintenance primer as it does a guidelines publication.

Much of the detailed information on procedures included in these guidelines is now available in updated form via hard copy or the internet as Preservation Briefs published by the National Park Service. There is also a wealth of diagrammatic information in this section on types of brick coursing, siding patterns, balustrades and other trim, window types, styles and components, proper shutter installation, and roof shapes. The new construction section spends only a few illustrated pages discussing appropriate new construction in the historic districts, followed by a page on additions, a page on special conditions, and a page on outbuildings. Features, such as application requirements and approved paint colors included in these sets, may be better suited to a separate handout that could be more easily updated. Bibliographies, glossaries and indexes, where included are very helpful.

XI. FOCUS HISTORIC DISTRICTS' RECOMMENDATIONS



XI. FOCUS HISTORIC DISTRICTS' RECOMMENDATIONS



After a year of field work, questionnaires to property owners, neighborhood workshops and numerous meetings with FOCUS Historic Preservation working committee, much information has been gathered and analyzed. The following recommendations are a result of that extensive process and are designed to clarify, simplify, and strengthen the local historic preservation program in Portsmouth.

A. Suggested Regulation Revisions

1. Establish different types of design review for the historic districts.
The revised process will establish three different levels of design review for the historic districts (including additional administrative staff review) as follows:
 - a. Olde Towne
 - b. Park View and Port Norfolk
 - c. Truxtun and Cradock
2. Consolidate the Commissions of Architectural Review (CARs)
The current two CARs would be combined into one design review body to review projects in all five historic districts. Also the current name, Commission of Architectural Review, would be changed to the Historic Preservation Commission (HPC) to better indicate the full responsibilities of the Commission as provided for in the revised historic preservation section of the zoning ordinance.
3. Expand administrative staff review of types of applications
An updated design review matrix starting on page 79 provides detailed guidance for the HPC and property owners in regard to the type of review required for different types of projects. These new procedures will allow for most rehabilitation projects to be administratively reviewed in Cradock and Truxtun, allow more administrative review than is currently in place in Port Norfolk and Park View, and continue Commission review of most projects in Olde Towne. Minor modifications may need to be made to the matrix as the detailed guidelines for each district are written.

4. Overhaul recruitment process and requirements of Commission members
 - a. Create specific categories/requirements for members & a more defined process for selecting them.
 - b. If the City decides to apply for Certified Local Government (CLG) status with the Virginia Department of Historic Resources (VDHR) in order to apply for preservation grants, it must meet the following CLG requirements:
 - (i) One (1) member who is an architect or architectural historian;
 - (ii) Two (2) members with professional training or equivalent experience in architecture, history, architectural history, archaeology or planning;
 - (iii) All members demonstrate an interest, competence or knowledge in historic preservation; and
 - (iv) Attendance by each member at one (1) VDHR approved training annually.
 - c. Ensure representation from each of the historic districts on the Commission after satisfying CLG requirements if possible.
 - d. Maintain a list of individuals that meet above categories.
 - e. Enlist the assistance of civic leagues to identify potential members for the Commission.

B. Suggested Revisions to Process and Procedures

1. Revise Commission procedures as needed and train the Commission in the same to reflect nationally accepted best practices.
2. Strongly encourage the City to join National Alliance of Preservation Commissions (NAPC) in order to become part of a national network of commissions and to receive useful information from their newsletters and conferences.
3. Follow the National Alliance for Preservation Commissions' recommendations on how to: run a meeting; create typi-



XI. FOCUS HISTORIC DISTRICTS' RECOMMENDATIONS

- cal agendas; and establish a clear sequence of steps for application reviews.
4. Clarify submission requirements for applicants and create new applications as needed. The updated application will include signature agreement from property owner to allow City staff and Commission onto applicant's property as needed for inspection.
 5. Create a Commission Procedures Manual for members and have a training session on the same.
 6. Create a Commission supplemental preservation educational program to include required reading of additional materials available from the NAPC and from the National Park Service.
 7. Revise and improve the appeals and enforcement process.
 - a. Language in the zoning ordinance has been reviewed and necessary changes to Zoning Ordinance will be made with George Willson, Office of the City Attorney, pending the adoption of these recommendations.
 - b. A letter from the HPC staff should be sent to all applicants after each HPC meeting advising of the HPC's decision and remaining requirements. Also if applicable, the appeals process and legitimate grounds for the appeal will be outlined for the applicant and included as a part of the letter.
 - c. In order to ensure appeals only where there are legitimate grounds for same, an appeal committee should be created consisting of the Director of Planning or designee and the Assistant City Attorney or designee.
 - d. Establish a dedicated zoning inspector for historic district enforcement and include weekend coverage if possible. This new position is needed for follow-up inspections to verify Certificates of Approval (COA) are posted on current projects and that completed work meets the COA requirements. In addition, this inspector will ensure that no unapproved work is taking place in the districts without a COA and if so, a "stop work" order will be issued.
 - e. Increase levied fines to deter willful violations. The City Attorney's Office is reviewing current penalties for violations according to Zoning Ordinance (Sec. 40-183) and the use of civil versus criminal penalties. They will make a recommendation to ensure that future fines actually deter willful violations.
 8. Establish communication between City Assessor's Office and Planning Department so that a mailing of historic district requirements is sent when property in historic district changes ownership.
 9. Verify that historic district records are flagged in Building Permit department so staff can immediately redirect applicants in need of COA.
 10. Provide an orientation of the new preservation regulations and procedures including appeals to the City Council.
- ### C. Suggested Boundary Revisions
- Based on suggestions made by property owners in the historic districts during the public workshops, the boundaries of each historic district were examined. The findings are listed below.
- The Port Norfolk Historic District boundary could be possibly be expanded to include the four structures located on either side of the street at the southern end of the 600 block of Mount Vernon Street. By visually inspection, however, only two of these structures appear to contribute to the district. There is also citizen support for increased protection of the waterfront on the north side of Bayview Boulevard.

XI. FOCUS HISTORIC DISTRICTS' RECOMMENDATIONS



Further research and contact with the regional office of the Virginia Department of Historic Resources may yield information that could lead to the expansion of the Park View Historic District on the west side of Elm Avenue north of Spratley Street and between Ann and Leckie streets.

No boundary revisions are suggested for Truxtun, Cradock, or Olde Towne at this time.

D. Proposed Incentives

1. Publicize currently available incentives including local tax abatement, state and federal historic tax credits and PRHA programs. (ensuring coordination between PRHA and Commission)
 2. Strongly encourage City Council to appropriate seed money for establishment of a Historic Portsmouth Foundation to work as a private educational group. This organization could assist in the facilitation of additional local incentives and sources of same: grants, loans, technical assistance, as well as a plaque program and annual awards. They also would function as a preservation advocate organization and assist in public education of preservation for the entire community.
 3. Consider establishing some type of low interest loan program with local banks for the historic district property owners.
 4. Consider establishing a limited emergency grants program to repair and stabilize any historic district property that is in eminent danger of collapse.
2. Enlist civic leagues to post links to above materials on their own websites
 3. Conduct annual Historic Preservation Commission/Civic League workshops on Commission process and historic preservation practices.
 4. Create a Historic Preservation Certification Program for local contractors and suppliers in which they certify that they understand the Commission review requirements, district boundaries, property owners' application requirements and general intent of design guidelines. In return these contractors and suppliers will be placed on a certification list on City and civic league websites.
 5. Continue HPC annual mailings to property owners in historic districts reminding them of design review requirements and encourage them to seek assistance from staff and City website.
 6. Encourage creation of a "Historic Portsmouth Foundation" that would be a citywide advocate for historic preservation and would be the primary education organization for local preservation.
 - a. Invite other similar organizations from other communities to speak to Portsmouth about how they got started, what their primary activities are and how they interface with local government design review.
 - b. Funding should be sufficient to provide salary and benefits for paid experienced professional staff.
 - c. Encourage City to contact National Trust for Historic Preservation to provide start-up facilitation in order to develop an organizational strategy, potential programs and a budget necessary to meet programmatic goals.
 - d. Develop a careful analysis of what Portsmouth's preservation issues/problems are and how a local advocacy group can best respond to them.

E. Public Education Implementation

1. Create new informational materials for public to include: design guidelines, general brochure and map explaining program, property owner checklist for application and flowchart for review process, matrix of administrative review items and items not needing review. Post all these materials on City's website.



XI. FOCUS HISTORIC DISTRICTS' RECOMMENDATIONS

- e. Develop a strategy for support of the organization by elected officials, business and professional groups, and property owners/residents
 - f. Apply to IRS for 501(c)3 nonprofit status
Draft Articles of Incorporation
File Articles of Incorporation with State Corporation Commission, pay filing fee, etc.
Draft bylaws
Hold organizational meeting to elect directors and officers and to adopt bylaws
7. Publicize this project and recommendations to media & entire community
Develop a packet of information to release to media to inform them about the project, its methodology, scope, findings and recommendations. Publicize this project in conjunction with National Historic Preservation Week/Month in May 2007

F. Recommended Scope of Revised Guidelines

1. To be developed after changes to ordinance and procedures are made.
2. The publications should be adopted by the HPC, City Council, PRHA, and the historic district Civic Leagues.
3. Create new checklists for project reviews.
4. Conduct training sessions for the revised guidelines for both the newly organized Historic Preservation Commission and also for the civic league in each historic district.

XI. FOCUS HISTORIC DISTRICTS' RECOMMENDATIONS



G. Design Review Matrix

LEGEND	NR = no review		H = Historic Pres Com Review		
	A = Administrative Review		✓ = Yes	✗ = No	
	Shaded Area = covered in guidelines				
REVIEW	Olde Towne	Port Norfolk	Park View	Cradock	Truxtun
DEMO	H	H	H	H	H
PARTIAL DEMO	H	H	H	H	H
NEW CONST	H	H	H	H	H
ADDITIONS	H	H	H	H	H
REHAB – may require site visit					
Windows					
<i>Maintain</i>	NR	NR	NR	NR	NR
<i>Replace Original w/wood</i>	A	A	A	A	A
<i>Survey of condition needed</i>	✓	✓	✓	✗	✗
<i>Consolidation required</i>	✓	✓	✓	✓	✓
<i>Historic Evidence</i>					
<i>Sash or Full Replacement</i>					
<i>Change in Design</i>	H	H	H	A	A
<i>Depth of reveal</i>					
<i>Muntin configuration</i>					
<i>Frame appearance</i>					
<i>Reflective quality of glazing</i>					
<i>Change in Size</i>	H	H	H	H	H
<i>New Opening</i>	H	H	H	H	H
<i>Fill-in Existing</i>	H	H	H	H	H
<i>Change in Materials</i>					
<i>Composite</i>	H	A	A	A	A
<i>Alum Clad</i>	H	H	H	A	A
<i>Vinyl Clad</i>	H	H	H	A	A
<i>Fiberglass</i>	H	H	H	A	A
<i>Vinyl</i>	✗	✗	✗	A	A
Storm Windows	H	A	A	A	A
<i>Fit size of opening</i>					
<i>Sash configuration</i>					
<i>Painted sash</i>					
Shutters	H	A	A	A	A
<i>Maintain</i>	NR	NR	NR	NR	NR
<i>Compatibility</i>					
<i>Size</i>					
<i>Operation</i>					
<i>Materials</i>					
<i>Wood</i>	H	A	A	A	A
<i>Plastic/Vinyl</i>	✗	✗	✗	✗	✗
<i>Metal</i>	✗	✗	✗	✗	✗
<i>Composite</i>	H	A	A	A	A



XI. FOCUS HISTORIC DISTRICTS' RECOMMENDATIONS

LEGEND	NR = no review		H = Historic Pres Com Review		
	A = Administrative Review		✓ = Yes	✗ = No	
	Shaded Area = covered in guidelines				
REVIEW	Olde Towne	Port Norfolk	Park View	Cradock	Truxtun
Awnings	H	H	H	A	A
<i>Size</i>					
<i>Color</i>					
<i>Placement</i>					
<i>Material</i>					
Siding					
<i>Maintain</i>	NR	NR	NR	NR	NR
<i>Replace Original</i>	A	A	A	A	A
<i>Remove Non-Historic</i>	A	A	A	A	A
<i>Clad Over Existing</i>					
- vinyl/aluminum	✗	✗	✗	A	A
- stucco/parging	H	H	H	H	H
- cementitious siding	✗	✗	✗	✗	✗
- liquid siding	✗	✗	✗	✗	✗
<i>Consolidation required</i>	✗	✗	✗	✓	✓
<i>Replacement Materials</i>	H	H	H	A	A
- cementitious siding	✗	✗	✗	A	A
- vinyl/aluminum	✗	✗	✗	A	A
Roof					
<i>Maintain</i>	NR	NR	NR	NR	NR
<i>Change Design</i>	H	H	H	H	H
<i>New Openings (such as dormers)</i>	H	H	H	H	H
<i>Appurtenances</i>	H	A	A	A	A
<i>Replace w/original</i>	A	A	A	A	A
Wood	A	A	A	A	A
Slate	A	A	A	A	A
Metal	A	A	A	A	A
Asbestos Shingle	A	A	A	A	A
<i>Replace w/substitute</i>					
Metal	H	H	H	A	A
Artificial Slate	A	A	A	A	A
Architectural Shingle	H	H	H	A	A
Asphalt	H	H	H	A	A
Porch					
<i>Maintain</i>	NR	NR	NR	NR	NR
<i>Replace with Original Materials</i>	A	A	A	A	A
<i>Enclose</i>	H	H	H	H	H
<i>Remove Porch</i>	H	H	H	H	H
<i>Change Design</i>	H	H	H	H	H
<i>Add or Change Steps</i>	H	H	H	A	A
<i>Replace w/Substitute Materials (partial & full)</i>	H	H	H	A	A
Composite	H	A	A	A	A
Vinyl	✗	✗	✗	✗	✗
Fiberglass	H	H	H	H	H
Metal	✗	✗	✗	✗	✗

XI. FOCUS HISTORIC DISTRICTS' RECOMMENDATIONS



LEGEND	NR = no review		H = Historic Pres Com Review		
	A = Administrative Review		✓ = Yes	✗ = No	
	Shaded Area = covered in guidelines				
REVIEW	Olde Towne	Port Norfolk	Park View	Cradock	Truxtun
Doors					
Maintain	NR	NR	NR	NR	NR
Replace with Original	H	A	A	A	A
Change Configuration	H	H	H	H	H
Change Design	H	H	H	A	A
Add Storm/Screen	A	A	A	A	A
Add New Opening	H	H	H	H	H
Fill-in Existing Opening	H	H	H	H	H
Replace with Substitute Materials					
Wood	A	A	A	A	A
Metal	H	H	H	A	A
Fiberglass	H	H	H	A	A
Vinyl	✗	✗	✗	✗	✗
Chimney					
Maintain	NR	NR	NR	NR	NR
Removal	H	H	H	H	H
Covering/parging	H	H	H	A	A
Change in Height	H	H	H	H	H
Chimney Caps/Vents	A	A	A	A	A
Change in Details/Design	H	H	H	H	H
Cornice					
Maintain	NR	NR	NR	NR	NR
Change in Design	H	H	H	H	H
Change in Material	H	A	A	A	A
Foundation					
Maintain	NR	NR	NR	NR	NR
Filling-in Piers	H	A	A	A	A
New Openings	H	H	H	A	A
Fill-in Existing Openings	H	A	A	A	A
Parging/Cladding	H	H	H	A	A
Gutters					
Maintain	NR	NR	NR	NR	NR
Replace with Original Materials	A	A	A	A	A
Change in Materials	H	A	A	A	A
Change in Design	H	A	A	A	A



XI. FOCUS HISTORIC DISTRICTS' RECOMMENDATIONS

LEGEND	NR = no review		H = Historic Pres Com Review		
	A = Administrative Review		✓ = Yes	✗ = No	
	Shaded Area = covered in guidelines				
REVIEW	Olde Towne	Port Norfolk	Park View	Cradock	Truxtun
Lighting	A	A	A	NR	NR
<i>Maintain</i>	NR	NR	NR	NR	NR
<i>Type</i>					
<i>Design</i>					
<i>Placement</i>					
Paint	A	A	A	A	A
<i>Maintain</i>	NR	NR	NR	NR	NR
<i>Color</i>					
<i>Placement</i>					
SITE					
Walkways					
<i>Maintain</i>	NR	NR	NR	NR	NR
<i>Replace with Original Materials</i>	A	A	A	A	A
<i>Replace with Non-original Historic Materials</i>	H	A	A	A	A
<i>Replace with Substitute Materials</i>	H	H	H	A	A
<i>New Walkway</i>	H	H	H	A	A
<i>Materials</i>					
<i>Design/Location</i>					
Driveways/Parking Areas					
<i>Maintain</i>	NR	NR	NR	NR	NR
<i>Replace with Original Materials</i>	A	A	A	A	A
<i>Replace with Non-original Historic Materials</i>	H	A	A	A	A
<i>Replace with Substitute Materials</i>	H	H	H	A	A
<i>Covering of Historic Materials</i>	H	H	H	H	H
<i>New Driveway</i>	H	H	H	H	H
<i>Materials</i>					
<i>Design/Location</i>					
<i>New Curb Cut</i>					
Lighting					
<i>Maintain</i>	NR	NR	NR	NR	NR
<i>Single Fixture</i>	A	A	A	NR	NR
<i>Major Scheme</i>	H	H	H	H	H
<i>Type of Lighting</i>					
<i>Landscape</i>					
<i>Accent</i>					
<i>Security/Motion-Activated</i>					
<i>Flood</i>					

XI. FOCUS HISTORIC DISTRICTS' RECOMMENDATIONS

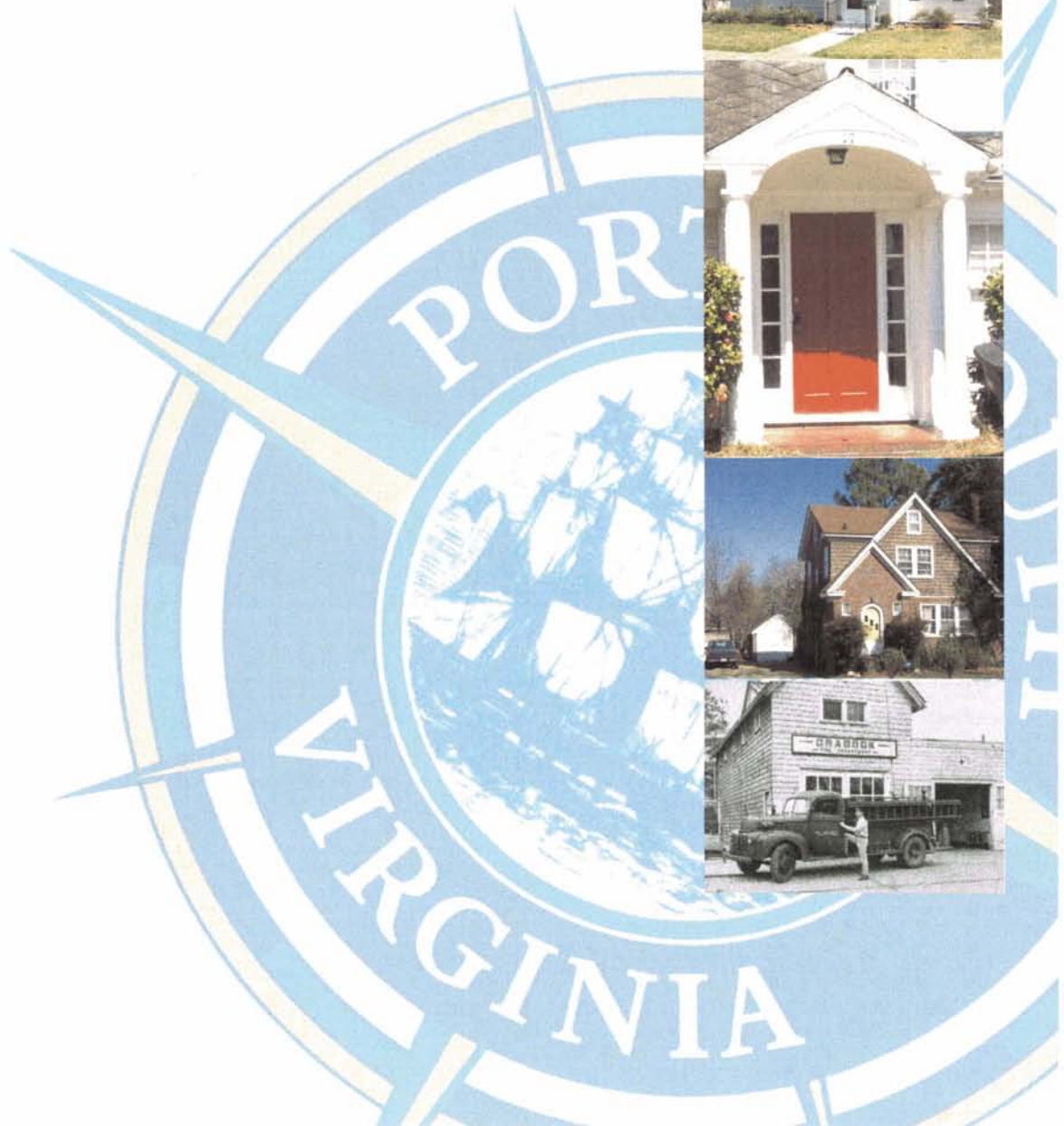


LEGEND	NR = no review		H = Historic Pres Com Review		
	A = Administrative Review		✓ = Yes	✗ = No	
	Shaded Area = covered in guidelines				
REVIEW	Olde Towne	Port Norfolk	Park View	Cradock	Truxtun
Landscape/Plantings					
Maintain	NR	NR	NR	NR	NR
Major Alterations	H	H	H	H	H
Berming/Earthworks	H	H	H	H	H
Seasonal Plantings	NR	NR	NR	NR	NR
Historic Plantings (removal)	NR	NR	NR	NR	NR
Outbuildings					
Maintain	NR	NR	NR	NR	NR
Removing Historic	H	H	H	H	H
Alterations to Existing	H	A	A	A	A
New Construction	H	H	H	A	A
Placement					
Design					
Materials					
Appurtenances					
New	H	A	A	A	A
Maintain	NR	NR	NR	NR	NR
Placement					
Screening					
Fences and Walls					
Maintain	NR	NR	NR	NR	NR
Removing Historic	H	H	H	H	H
New Construction	H	A	A	A	A
Placement					
Front					
Rear					
Design					
Materials					
Chain Link	✗	✗	✗	✗	✗
Split Rail	✗	✗	✗	✗	✗
Vinyl	✗	✗	✗	✗	✗
Concrete Block	✗	✗	✗	✗	✗
Brick	✓	✓	✓	✓	✓
Wood Picket	✓	✓	✓	✓	✓
Stone	✓	✓	✓	✓	✓
Metal	✓	✓	✓	✓	✓
Pools					
Placement	H	A	A	A	A
Design					
Materials					
Commercial Signs & Awnings					
Maintain	NR	NR	NR	NR	N/A
Placement					
Size					
Design					
Color					
Materials					

APPENDICES



CRADOCK HISTORIC DISTRICT TABULATED QUESTIONNAIRE





Cradock Historic District Public Input Questionnaire 1

467 questionnaires mailed – 70 returned: 15%

INTRODUCTION

The Portsmouth City Council and the Department of Planning have initiated a project called FOCUS Historic Districts. The primary goal of this project is to evaluate the current historic district regulations, procedures, and guidelines. The answers you provide here will be used in conjunction with information gathered through public workshops in each of the historic districts, to help achieve that goal. The results and recommendations will be reported back to each district and will be presented to City Council for consideration.

INSTRUCTIONS

This questionnaire will take approximately ten to fifteen minutes to complete. For questions that have a numerical scale evaluation, please circle the number that most closely corresponds to your answer. If you do not know the answer to a question, please circle "Don't Know" at the end of each question. If the question does not apply to your situation, please circle "N/A". Please return your completed questionnaire in the enclosed self-addressed stamped envelope. Thank you very much for your cooperation in this project.

Preserving historic character generally means maintaining the general original appearance of a house as it was designed. This means keeping the original form and shape of the house, retaining the original exterior siding and other materials, maintaining original porch design, using original materials when replacing building elements, and preserving the location and design of windows and doors if replacements are needed.

1. How important do you think it is to maintain the historic character of your neighborhood? **3.7 (70)**

(not important)	1	2	3	4	5	(very important)	Don't Know
	(12)	(4)	(10)	(14)	(31)		(2)

2. How important do you believe the physical appearance of your neighborhood is? **4.8 (54)**

(not important)	1	2	3	4	5	(very important)	Don't Know
	(3)	(0)	(3)	(5)	(45)		(0)

3. How much do you spend in a typical year on improvements and maintenance of the exterior of your home and yard? **(69)**

\$1-100	\$100-500	\$500-1000	\$1000-2000	\$2000+	N/A
(5) 7%	(26) 37%	(27) 39%	(7) 10%	(5) 7%	(1) <1%

4. Are there projects that you would undertake to improve the exterior of your property if you had additional funds? **(70)**

Yes	No	Don't Know	N/A
(53) 76%	(11) 14%	(7) 10%	



Cradock Historic District Tabulated Questionnaire

Cradock Historic District Public Input Questionnaire

2

COMMENTS, IF ANY:

Allow substitute materials that are more energy efficient, economically feasible and maintain character and appearance, more education on historic value and available assistance programs, grant or low-interest loan, don't make improvements due to historic district restrictions. Specifically improve landscaping/site features, enlarge house, replacement windows and siding, porches, lighting, roof

5. How much of an additional monthly payment could you afford if you qualified for low-interest loans for exterior property improvements? (61)

\$1-100	\$101-200	\$201-300	\$301-400	\$401-500	N/A
(32) 52%	(16) 26%	(9) 11%	(3) 4%	(1) 1%	(4) 6%

6. Are you aware that your neighborhood is a listed state and national historic district, as well as a local historic district? (71)

Yes	No	Don't Know	N/A
(57) 81%	(12) 17%	(2) 2%	

7. Are you aware that, because you live in an historic district, the Commission of Architectural Review (CAR) must approve most changes to the exterior of your property before work begins? (69)

Yes	No	Don't Know	N/A
(63) 92%	(5) 7%	(1) 1%	

8. Currently property owners must come before the CAR for changes to the following list of alterations. Should alterations to the following items be approved by staff instead of the CAR?

(67)	Roof Materials	60% - 19% - 12% - 6%	(41)	Yes (12)	No (8)	Don't Know (4)	N/A
(66)	Windows	60% - 20% - 14% - 6%	(39)	Yes (12)	No (9)	Don't Know (4)	N/A
(72)	Shutters	63% - 21% - 10% - 6%	(44)	Yes (15)	No (7)	Don't Know (4)	N/A
(71)	Storm Doors/Windows	64% - 20% - 10% - 6%	(44)	Yes (14)	No (7)	Don't Know (4)	N/A
(65)	Doors	65% - 17% - 12% - 6%	(41)	Yes (10)	No (8)	Don't Know (4)	N/A
(67)	Porch Design/Enclosure	57% - 27% - 10% - 6%	(36)	Yes (17)	No (7)	Don't Know (4)	N/A
(68)	Siding	65% - 20% - 9% - 6%	(42)	Yes (13)	No (6)	Don't Know (4)	N/A
(67)	Paint Colors (not on approved list)	67% - 18% - 9% - 6%	(43)	Yes (11)	No (6)	Don't Know (4)	N/A

COMMENTS, IF ANY:

Guidelines should be updated to allow substitute materials that replicate the original appearance and more staff approval strictly adhering to the guidelines, current materials recommended by CAR too expensive, current regulations are restrictive, expensive and difficult to comply with – defeating community improvement, more education for homeowners, real estate agents and contractors, Cradock residents should decide for Cradock or staff with appropriate background, improvements should be up to homeowner, no guidelines – no regulation, approvals should be made more than once a month, for several of the CAR members it was about “power”.



Cradock Historic District Public Input Questionnaire

 3

9. Have you ever applied to CAR for a Certificate of Appropriateness (COA) in order to work on your property? (72)

Yes (25) 35%	No (44) 61%	Don't Know (2) 2.5%	N/A (1) 1.5%
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If NO, skip to #12.

If YES, please answer the following questions, (a) through (g):

a. How clear was the application process to you? 3.0 (25)

(not clear)	1	2	3	4	5	(very clear)	Don't Know
(1)	(3)	(2)	(5)	(4)	(5)	(2)	(3)

b. How timely was the process to go through the CAR? 2.7 (23)

(not timely)	1	2	3	4	5	(very timely)	Don't Know
(1)	(6)	(1)	(6)	(0)	(3)	(3)	(2)

10. How effective, in general, do you think the CAR has been in preserving the historic character/appearance of your neighborhood? 1.8 (32)

(not effective)	1	2	3	4	5	(very effective)	Don't Know
(3)	(8)	(9)	(5)	(0)	(3)	(0)	(4)

11. How effective do you think the enforcement of historic district regulations are? 2.2 (33)

(not effective)	1	2	3	4	5	(very effective)	Don't Know
(3)	(9)	(6)	(5)	(3)	(4)	(0)	(3)

As long as you have a majority of rental property in the area, no restrictions or oversight will make a difference.

c. How fairly do you feel you were treated by the CAR? 3.5 (24)

(not fairly)	1	2	3	4	5	(very fairly)	Don't Know
(0)	(3)	(2)	(3)	(6)	(8)	(1)	(1)

d. Was your project approved the first time you went through the CAR? (25)

Yes (18) 72%	No (6) 24%	Don't Know (1) 4%	N/A (0)
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e. If denied, did you understand why your application was not approved? (18/7)

Yes (6) 83%	No (1) 17%	Don't Know (0)	N/A (11)
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f. Were you aware of or did you use the guidelines to assist you in planning your project? (20/16)

Yes (13) 81%	No (2) 13%	Don't Know (1) 6%	N/A (4)
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Cradock Historic District Public Input Questionnaire

g. How helpful would you rate the design guidelines publication overall as a tool to prepare for coming before the CAR? 2.1 (22)

(not helpful)	1	2	3	4	5	(very helpful)	Don't Know
(2)	(4)	(2)	(3)	(3)	(3)	(0)	(7)

12. How interested are you in the following types of technical assistance useful in preserving your house

a. Internet websites 3.2 (68)

(not interested)	1	2	3	4	5	(very interested)	Don't Know
(9)	(8)	(2)	(12)	(3)	(27)	(4)	(3)

b. Building seminars/workshops 2.9 (71)

(not interested)	1	2	3	4	5	(very interested)	Don't Know
(7)	(12)	(8)	(12)	(4)	(18)	(5)	(5)

c. Specific design assistance 3.0 (72)

(not interested)	1	2	3	4	5	(very interested)	Don't Know
(7)	(9)	(6)	(16)	(5)	(20)	(4)	(5)

These items, along with a list of qualified craftsmen, would have been beneficial when I was undertaking my renovation projects.

13. Overall, how satisfied are you with living in your neighborhood? 3.2 (71)

(not satisfied)	1	2	3	4	5	(very satisfied)	Don't Know
(4)	(6)	(7)	(20)	(12)	(14)	(5)	(1)

COMMENTS, IF ANY:

Most problems/decline in neighborhood attributed to rental housing – crime, drugs, supervision of children, trash, vandalism, poor maintenance, and noise. Both old and new residents take pride in the neighborhood but have noticed a decline due to a decrease in owner-occupied residences, lack of awareness of guidelines, and lack of code enforcement. How can you have a historic ghetto?

By updating guidelines to allow materials not allowed in Olde Towne, CAR would be able to approve "legitimate" repairs rather than having residents not seek approval in the first place, knowing that code enforcement is lacking.

The city is seen as finally making a commitment to this neighborhood and residents are hopeful that the monetary expenditures (buying blighted properties) continue and other issues (consultants) are followed through with.

**Cradock Historic District Public Input Questionnaire**

5

14. Please write any other comments you would like to make about your neighborhood and historic preservation:

Cradock had many positive attributes that are being overshadowed by present conditions and most homeowners support historic preservation and improving Cradock. Its strengths are seen in the availability of affordable housing in the neighborhood and the house's envisioned potential with minimum rehabilitation costs. Current residents are embarrassed to say that they live in an historic district. Some homeowners feel that by the City addressing blighted areas, big changes can be made in the neighborhood, however, many feel that Cradock will never regain what has been lost and would rather move out of the neighborhood.

RENTERS: Many feel that rental property should not be allowed as it attracts absentee/slumlords and crime. Good investors report that they can't make a profit there. Requiring single owner occupation is key to revitalizing this community. A recommendation was made that the City should put a stop on allowances for Section 8 until City can get a handle on blight and absentee landlords.

CRIME: Gunshots, drugs and drug dealers, teen cursing and disrespectful behavior are prevalent throughout neighborhood. Homeowners would like to see more police presence and more lights.

CODE ENFORCEMENT: Once work is done on a home that is non-compliant with guidelines, there don't seem to be any repercussions therefore the quality of housing stock has declined rather than been preserved. City codes need to be enforced consistently, including the use of front yards for parking rather than lawn. (Code Enforcement is basically non-existent in Cradock – 85% of the houses look like "crap")

EDUCATION: Many homeowners claim that they are not aware of the guidelines and the need to request approval from the CAR. Suggestions include educational seminars for homeowners/landlords, that realtors should be required to inform new buyers that they are purchasing a home in a historic district (with fines for non-compliance), and the city should improve the process of informing residents of the requirements of living in a historic district (fine property owners when they fail to maintain their property according to those requirements).

CLEAN-UP: Instill neighborhood pride through neighborhood clean up days, also painting/power washing, etc

CITY/CAR/GUIDELINES: CAR is not consistent in approving materials and the city is not consistent in upholding historic guidelines or decisions by CAR and, therefore, CAR is perceived as making a poor neighborhood even worse with a number of respondents calling for CAR to be disbanded. Homeowners



Cradock Historic District Public Input Questionnaire

don't understand why CAR is denying materials that are already in use in the district and most structures have been modified from their original condition already.

MATERIALS/MAINTENANCE: Most respondents feel that the materials required by the current guidelines are too expensive and not always the most energy efficient options available and have actually hindered preservation efforts. The prevalent belief is that if you ask you will be denied, but if you install without asking there is no adverse reaction Homeowners would like to see the enforcement of historic guidelines but more leniency on building materials.

COMMERCIAL DISTRICT: Many comments echoed the belief that improving the commercial district through new businesses and outside investment could improve the neighborhood and make it more family friendly. In the meantime, many would like to see current businesses in the Square held to a timetable to correct code violations.

CONTRACTORS: Homeowners would like guidance in identifying qualified contractors.

Finally, we need some basic information to help us understand the results of the survey. Please check the most appropriate box for each question.

Is the property to which this questionnaire was sent: (71)

Your primary residence	An investment property	Don't Know	N/A
(63) 89%	(6) 8%	(1) 1.5%	(1) 1.5%

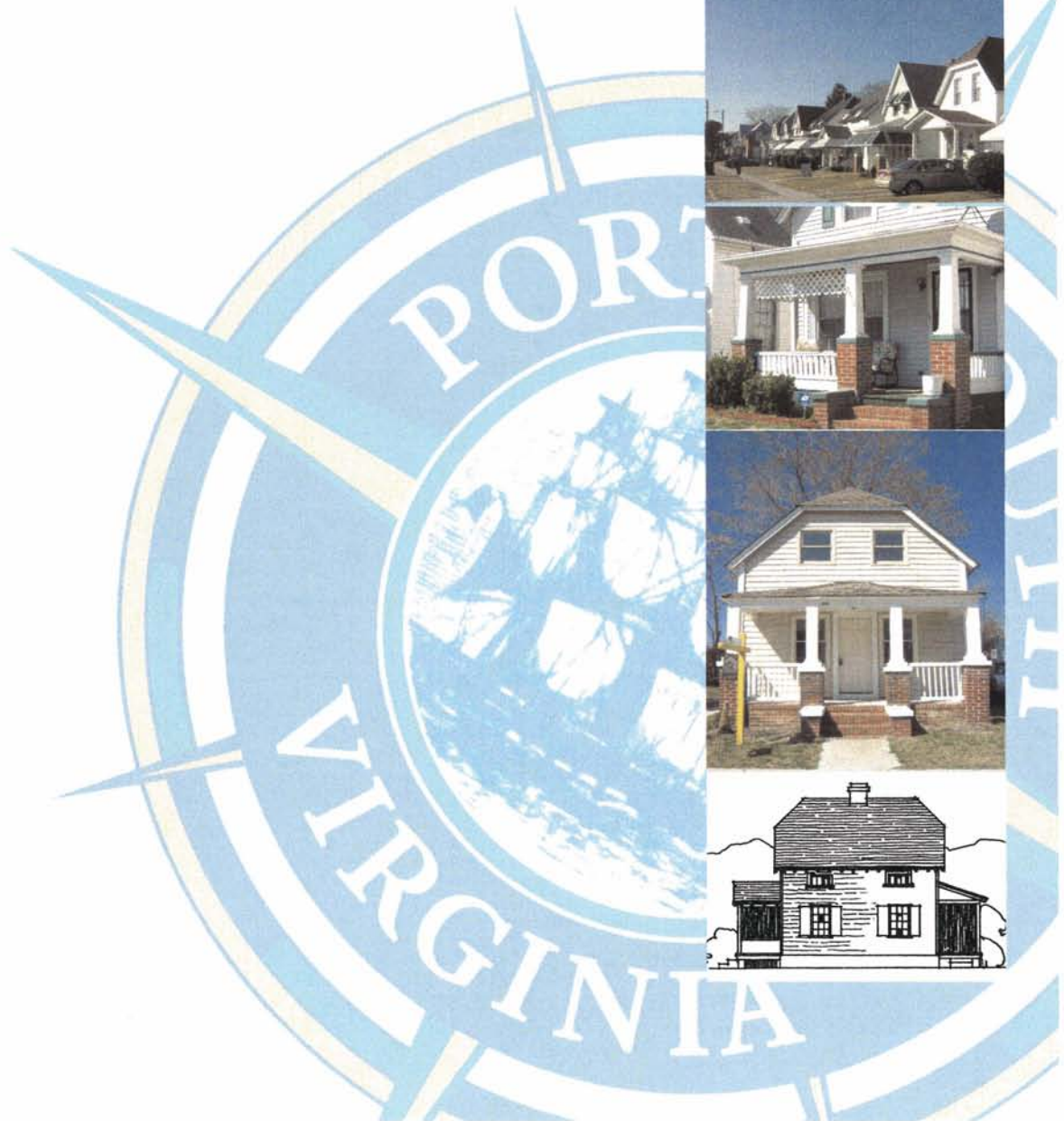
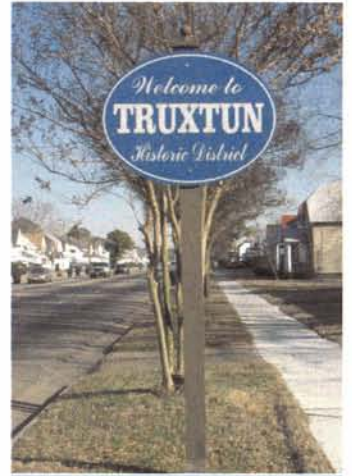
Those owning investment property in Cradock gave responses similar to those of the homeowners. Those that had been through the CAR process were more interested in technical assistance than those who had not. Their responses echoed the general consensus that the process, guidelines, and enforcement should be revised and that without such measures there will be little future investment in Cradock.

How long have you owned property this property? (71)

Less than 1 year (1) 1%	6-15 years (17) 24%
1-5 years (24) 34%	16 years or more (29) 41%

Thank you very much for your cooperation and assistance in regard to this project. Please return the completed questionnaire in the enclosed self addressed envelope. The results of this survey project will be shared with you, your neighborhood civic league and the City of Portsmouth.

TRUXTUN HISTORIC DISTRICT TABULATED QUESTIONNAIRE





Truxtun Historic District Public Input Questionnaire

408 questionnaires mailed – 44 returned: 11%

INTRODUCTION

The Portsmouth City Council and the Department of Planning have initiated a project called FOCUS Historic Districts. The primary goal of this project is to evaluate the current historic district regulations, procedures, and guidelines. The answers you provide here will be used in conjunction with information gathered through public workshops in each of the historic districts, to help achieve that goal. The results and recommendations will be reported back to each district and will be presented to City Council for consideration.

INSTRUCTIONS

This questionnaire will take approximately ten to fifteen minutes to complete. For questions that have a numerical scale evaluation, please circle the number that most closely corresponds to your answer. If you do not know the answer to a question, please circle "Don't Know" at the end of each question. If the question does not apply to your situation, please circle "N/A". Please return your completed questionnaire in the enclosed self-addressed stamped envelope. Thank you very much for your cooperation in this project.

Preserving historic character generally means maintaining the general original appearance of a house as it was designed. This means keeping the original form and shape of the house, retaining the original exterior siding and other materials, maintaining original porch design, using original materials when replacing building elements, and preserving the location and design of windows and doors if replacements are needed.

1. How important do you think it is to maintain the historic character of your neighborhood? **4.0 (44)**

(not important)	1	2	3	4	5	(very important)	Don't Know	N/A
(1)	(4)	(1)	(2)	(4)	(13)	(15)	(2)	(1)

2. How important do you believe the physical appearance of your neighborhood is? **4.8 (44)**

(not important)	1	2	3	4	5	(very important)	Don't Know
	(3)				(20)	(20)	

3. How much do you spend in a typical year on improvements and maintenance of the exterior of your home and yard? **(44)**

\$1-100	\$100-500	\$500-1000	\$1000-2000	\$2000+	N/A
(5) 11%	(17) 39%	(11) 25%	(6) 16%	(3) 6%	(2) 3%

I do not have the money to maintain the exterior of the house – it needs a lot of work done!

4. Are there projects that you would undertake to improve the exterior of your property if you had additional funds? **(41)**

(35) Yes 88% **(1) No 1%** **(4) Don't Know 10%** **(2) N/A 1%**

COMMENTS, IF ANY:

Most homeowners would use additional funds to purchase costly replacements items such as windows



Truxtun Historic District Public Input Questionnaire

roof, gutter, paint, pressure cleaning and interior improvements. Also help was requested in locating qualified contractors to perform such work.

5. How much of an additional monthly payment could you afford if you qualified for low-interest loans for exterior property improvements?

\$1-100	\$101-200	\$201-300	\$301-400	\$401-500	N/A
(11) 32%	(8) 24%	(9) 26%	(1) 3%	(2) 6%	(3) 9%

Would like money from grants not a loan/ I need a grant

6. Are you aware that your neighborhood is a listed state and national historic district, as well as a local historic district?

(33) Yes 79% (8) No 19% (1) Don't Know 2% N/A

7. Are you aware that, because you live in an historic district, the Commission of Architectural Review (CAR) must approve most changes to the exterior of your property before work begins?

(36) Yes 86% (3) No 7% (2) Don't Know 4% (1) N/A 3%

8. Currently property owners must come before the CAR for changes to the following list of alterations. Should alterations to the following items be approved by staff instead of the CAR?

Roof Materials 55-17-25-3%	20 Yes	6 No	9 Don't Know	1 N/A (36)
Windows 55-22-20-3%	20 Yes	8 No	7 Don't Know	1 N/A (36)
Shutters 55-18-23-3%	20 Yes	7 No	8 Don't Know	1 N/A (36)
Storm Doors/Windows 52-22-23-3%	19 Yes	8 No	8 Don't Know	1 N/A (36)
Doors 57-17-24-2%	20 Yes	6 No	8 Don't Know	1 N/A (35)
Porch Design/Enclosure 55-19-23-3%	20 Yes	7 No	8 Don't Know	1 N/A (36)
Siding 58-17-22-3%	21 Yes	6 No	8 Don't Know	1 N/A (36)
Paint Colors (not on approved list) 53-21-23-3%	18 Yes	7 No	8 Don't Know	1 N/A (34)

COMMENTS, IF ANY:

CAR is seen as being too strict and opinionated. Homeowners would like more specific information on what is allowed. As long as the proposed work is compliant with the guidelines it should be approved by staff.

9. Have you ever applied to CAR for a Certificate of Appropriateness (COA) in order to work on your property? (42)

(9) Yes 24% (30) No 71% (2) Don't Know 5% N/A

If NO, skip to #12.

If YES, please answer the following questions, (a) through (g):



Truxtun Historic District Public Input Questionnaire

- a. How clear was the application process to you? 4.4 (9)
- | | | | | | | | |
|--------------------|----------|----------|----------|----------|----------|---------------------|-------------------|
| (not clear) | 1 | 2 | 3 | 4 | 5 | (very clear) | Don't Know |
| | (1) | | | (1) | (1) | (5) | |
- b. How timely was the process to go through the CAR? 4.0 (9)
- | | | | | | | | |
|---------------------|----------|----------|----------|----------|----------|----------------------|-------------------|
| (not timely) | 1 | 2 | 3 | 4 | 5 | (very timely) | Don't Know |
| | (1) | (1) | (1) | | (3) | (2) | |
10. How effective, in general, do you think the CAR has been in preserving the historic character/appearance of your neighborhood? 3.0 (11)
- | | | | | | | | |
|------------------------|----------|----------|----------|----------|----------|-------------------------|-------------------|
| (not effective) | 1 | 2 | 3 | 4 | 5 | (very effective) | Don't Know |
| | (3) | | (1) | (1) | (4) | | (2) |
11. How effective do you think the enforcement of historic district regulations are? 2.7% (12)
- | | | | | | | | |
|------------------------|----------|----------|----------|----------|----------|-------------------------|-------------------|
| (not effective) | 1 | 2 | 3 | 4 | 5 | (very effective) | Don't Know |
| | (4) | (1) | (3) | (1) | (1) | (1) | |
- c. How fairly do you feel you were treated by the CAR? 3.0 (9)
- | | | | | | | | |
|---------------------|----------|----------|----------|----------|----------|----------------------|-------------------|
| (not fairly) | 1 | 2 | 3 | 4 | 5 | (very fairly) | Don't Know |
| | (1) | (1) | (2) | (2) | (2) | (1) | |
- d. Was your project approved the first time you went through the CAR? (10)
- | | | |
|--------------------|-------------------|---------------------------------|
| (5) Yes 60% | (3) No 30% | q Don't Know (1) N/A 10% |
|--------------------|-------------------|---------------------------------|
- e. If denied, did you understand why your application was not approved? (8)
- | | | | |
|--------------------|-------------------|---------------------|--------------------|
| (2) Yes 24% | (1) No 13% | 0 Don't Know | (4) N/A 63% |
|--------------------|-------------------|---------------------|--------------------|
- f. Were you aware of or did you use the guidelines to assist you in planning your project? (8)
- | | | | |
|---------------------|-----------|-------------------|------------|
| (7) Yes 100% | No | Don't Know | N/A |
|---------------------|-----------|-------------------|------------|
- g. How helpful would you rate the design guidelines publication overall as a tool to prepare for coming before the CAR? 3.5 (8)
- | | | | | | | | |
|----------------------|----------|----------|----------|----------|----------|-----------------------|-------------------|
| (not helpful) | 1 | 2 | 3 | 4 | 5 | (very helpful) | Don't Know |
| | (1) | (1) | (2) | (1) | (2) | | (1) |
- I had some help from Mrs. Sandra-she was very helpful*
12. How interested are you in the following types of technical assistance useful in preserving your house
My building is cinderblock-what is historic about that-please tell me/
- a. Internet websites 3.7 (33)
- | | | | | | | | | | |
|-------------------------|----------|----------|----------|----------|----------|--------------------------|-------------------|------------|-----|
| (not interested) | 1 | 2 | 3 | 4 | 5 | (very interested) | Don't Know | N/A | |
| | (4) | (4) | (1) | (2) | (3) | (9) | (9) | (4) | (1) |



Truxtun Historic District Public Input Questionnaire

b. Building seminars/workshops 3.7 (35)

(not interested)	1	2	3	4	5	(very interested)	Don't Know
(2)	(5)	(1)	(1)	(8)	(7)	(10)	(5)

Free?

c. Specific design assistance 3.7 (33)

(not interested)	1	2	3	4	5	(very interested)	Don't Know
(3)	(4)	(1)	(1)	(7)	(7)	(9)	(4)

13. Overall, how satisfied are you with living in your neighborhood? 3.6 (38)

(not satisfied)	1	2	3	4	5	(very satisfied)	Don't Know
(3)	(4)	(1)	(6)	(9)	(5)	(9)	

COMMENTS, IF ANY:

Most comments were regarding crime and maintenance. It is perceived that owner-occupied houses are better maintained than rental houses although enforcement of the guidelines is lacking and CAR is too strict. Most comments regarded the reduction of rentals and crime prevention. Homeowners would like to see more streetlights, less cars, more police presence, and ways to keep kids off the streets.

14. Please write any other comments you would like to make about your neighborhood and historic preservation:

Most comments asked that substitute materials be accepted, also to make money available for improvements, provide more education and relax the regulations.

Finally, we need some basic information to help us understand the results of the survey.

Please check the most appropriate box for each question.

Is the property to which this questionnaire was sent:

(34) Your primary residence 77% (7) An investment property 18% (1) Don't Know 2.5%(1) N/A 2.5%

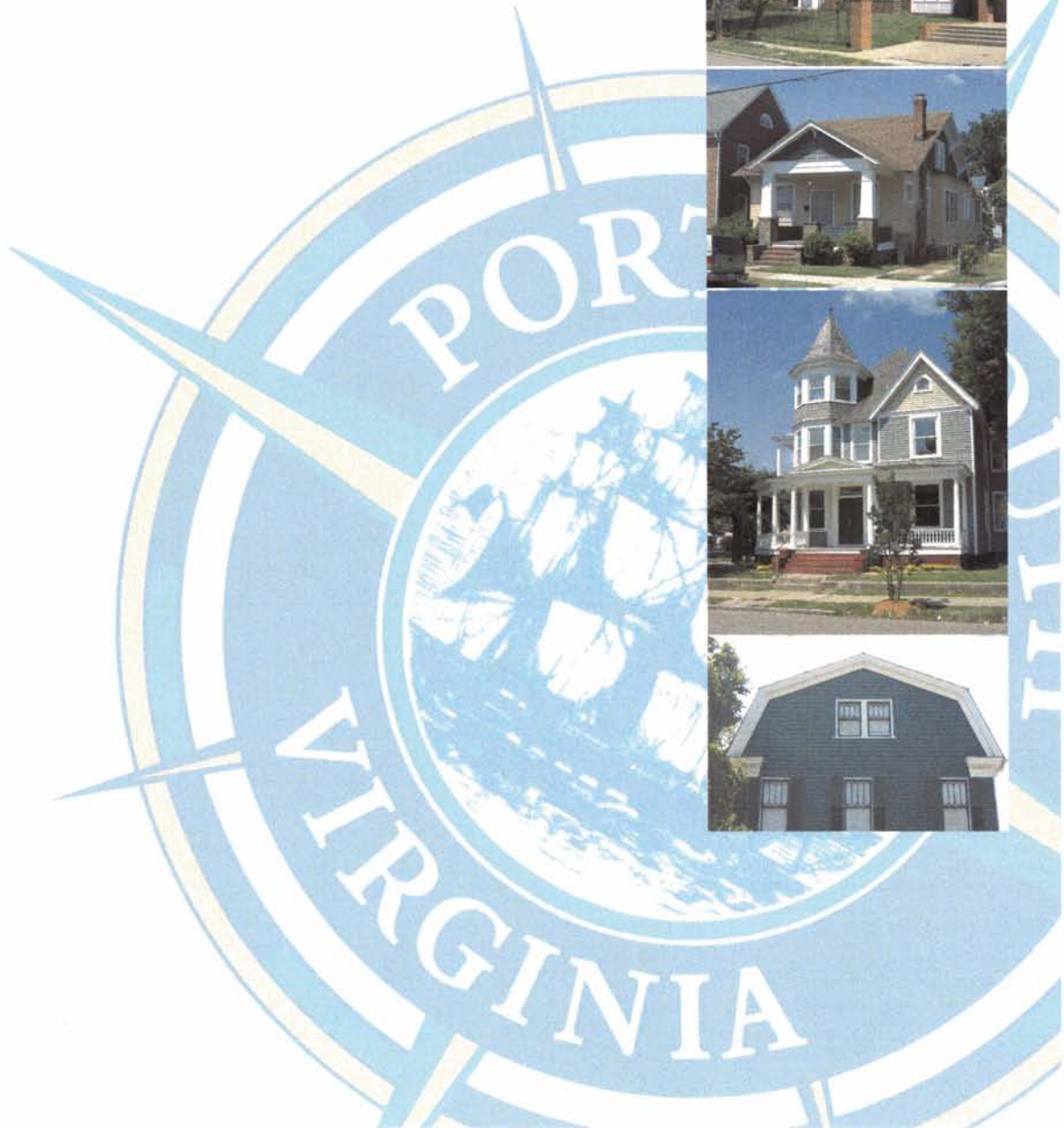
Answers from investment property owners who returned the questionnaire were in line with homeowners except when they were asked about additional technical assistance (#12 a-c) which they were less interested in the norm.

How long have you owned property this property? **(43)**

Less than 1 year	6-15 years (7) 16%
1-5 years (13) 31%	16 years or more (23) 53%

Thank you very much for your cooperation and assistance in regard to this project. Please return the completed questionnaire in the enclosed self addressed envelope. The results of this survey project will be shared with you, your neighborhood civic league and the City of Portsmouth.

PARK VIEW HISTORIC DISTRICT TABULATED QUESTIONNAIRE





Park View Historic District Public Input Questionnaire

334 questionnaires mailed – 31 returned: 9%

INTRODUCTION

The Portsmouth City Council and the Department of Planning have initiated a project called FOCUS Historic Districts. The primary goal of this project is to evaluate the current historic district regulations, procedures, and guidelines. The answers you provide here will be used in conjunction with information gathered through public workshops in each of the historic districts, to help achieve that goal. The results and recommendations will be reported back to each district and will be presented to City Council for consideration.

INSTRUCTIONS

This questionnaire will take approximately ten to fifteen minutes to complete. For questions that have a numerical scale evaluation, please circle the number that most closely corresponds to your answer. If you do not know the answer to a question, please circle "Don't Know" at the end of each question. If the question does not apply to your situation, please circle "N/A". Please return your completed questionnaire in the enclosed self-addressed stamped envelope. Thank you very much for your cooperation in this project.

Preserving historic character generally means maintaining the general original appearance of a house as it was designed. This means keeping the original form and shape of the house, retaining the original exterior siding and other materials, maintaining original porch design, using original materials when replacing building elements, and preserving the location and design of windows and doors if replacements are needed.

1. How important do you think it is to maintain the historic character of your neighborhood? **4.3 (31)**

(not important)	1	2	3	4	5	(very important)	Don't Know
	(3)	(1)	(1)	(5)	(20)		

2. How important do you believe the physical appearance of your neighborhood is? **4.9 (31)**

(not important)	1	2	3	4	5	(very important)	Don't Know
				(4)	(27)		

3. How much do you spend in a typical year on improvements and maintenance of the exterior of your home and yard?

\$1-100	\$100-500	\$500-1000	\$1000-2000	\$2000+
	(4) 13%	(6) 20%	(3) 10%	(17) 57%

4. Are there projects that you would undertake to improve the exterior of your property if you had additional funds? **(30)**

Yes 87%	No 10%	Don't Know 3%	N/A
(26)	(3)	(1)	

COMMENTS, IF ANY:

General comments included information on applying for grants, a contractor referral network and discounts from vendors for homeowners in the historic districts. Specific projects ranged from improving the general exterior appearance and the ability to use substitute materials to paint removal and replacement of roof and windows.



Park View Historic District Public Input Questionnaire 2

5. How much of an additional monthly payment could you afford if you qualified for low-interest loans for exterior property improvements? (26)

\$1-100 (4) 15%	\$101-200 (12) 46%	\$201-300 (6) 23%	\$301-400 (1) 4%	\$401-500 (3) 12%
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6. Are you aware that your neighborhood is a listed state and national historic district, as well as a local historic district? (31)

Yes (24) 78%	No (5) 16%	Don't Know (2) 6%	N/A
-----------------	---------------	----------------------	-----

7. Are you aware that, because you live in an historic district, the Commission of Architectural Review (CAR) must approve most changes to the exterior of your property before work begins? (30)

Yes (29) 97%	No (1) 3%	Don't Know	N/A
-----------------	--------------	------------	-----

8. Currently property owners must come before the CAR for changes to the following list of alterations. Should alterations to the following items be approved by staff instead of the CAR?

Roof Materials 55-28-14-3	16	Yes	8	No	4	Don't Know	1	N/A	(29)
Windows 57-29-11-3	16	Yes	8	No	3	Don't Know	1	N/A	(28)
Shutters 63-22-11-4	17	Yes	6	No	3	Don't Know	1	N/A	(27)
Storm Doors/Windows 55-30-11-4	15	Yes	8	No	3	Don't Know	1	N/A	(27)
Doors 66-19-11-4	18	Yes	5	No	3	Don't Know	1	N/A	(27)
Porch Design/Enclosure 39-46-11-4	11	Yes	13	No	3	Don't Know	1	N/A	(28)
Siding 46-42-12-0	12	Yes	11	No	3	Don't Know		N/A	(26)
Paint Colors (not on approved list) 50-39-11-0	14	Yes	11	No	3	Don't Know		N/A	(28)

COMMENTS, IF ANY:

CAR is seen as an adversary – inconsistent, capricious, hostile, difficult. Homeowners would like a list of approved choices of materials that could be approved by staff including substitute materials and would like the process for staff approval to be web-enabled. Only design/structural issues should go to CAR.

9. Have you ever applied to CAR for a Certificate of Appropriateness (COA) in order to work on your property?

Yes (19) 61%	No (11) 35%	Don't Know (1) 4%	N/A
-----------------	----------------	----------------------	-----

If NO, skip to #12.

If YES, please answer the following questions, (a) through (g):

a. How clear was the application process to you? 3.5 (19)

(not clear)	1	2	3	4	5	(very clear)	Don't Know
	(4)	(1)	(4)	(2)	(8)		

b. How timely was the process to go through the CAR? 2.6 (18)

(not timely)	1	2	3	4	5	(very timely)	Don't Know
	(8)		(5)	(1)	(4)		



Park View Historic District Public Input Questionnaire

- c. How fairly do you feel you were treated by the CAR? 2.8 (19)
- | | | | | | | | |
|--------------|-----|-----|-----|-----|-----|---------------|------------|
| (not fairly) | 1 | 2 | 3 | 4 | 5 | (very fairly) | Don't Know |
| | (6) | (3) | (3) | (3) | (4) | | |
- d. Was your project approved the first time you went through the CAR? (18)
- | | | | |
|----------|---------|------------|-----|
| Yes | No | Don't Know | N/A |
| (10) 56% | (8) 44% | | |
- e. If denied, did you understand why your application was not approved? (15)
- | | | | |
|---------|---------|------------|---------|
| Yes | No | Don't Know | N/A |
| (3) 20% | (4) 27% | (1) 6% | (7) 47% |
- f. Were you aware of or did you use the guidelines to assist in planning your project? (17)
- | | | | |
|----------|---------|------------|--------|
| Yes | No | Don't Know | N/A |
| (10) 59% | (5) 29% | (1) 6% | (1) 6% |
- g. How helpful would you rate the design guidelines publication overall as a tool to prepare for coming before the CAR? 2.1 (18)
- | | | | | | | | |
|---------------|-----|-----|-----|---|-----|----------------|------------|
| (not helpful) | 1 | 2 | 3 | 4 | 5 | (very helpful) | Don't Know |
| | (6) | (2) | (4) | | (3) | | (3) |
10. How effective, in general, do you think the CAR has been in preserving the historic character/appearance of your neighborhood? 2.7 (21)
- | | | | | | | | |
|-----------------|-----|-----|-----|-----|-----|------------------|------------|
| (not effective) | 1 | 2 | 3 | 4 | 5 | (very effective) | Don't Know |
| | (6) | (4) | (3) | (6) | (2) | | |
11. How effective do you think the enforcement of historic district regulations are? 2.4 (21)
- | | | | | | | | |
|-----------------|-----|-----|-----|-----|-----|------------------|------------|
| (not effective) | 1 | 2 | 3 | 4 | 5 | (very effective) | Don't Know |
| | (5) | (3) | (5) | (1) | (4) | | (3) |
12. How interested are you in the following types of technical assistance useful in preserving your house
- a. Internet websites 3.7 (29)
- | | | | | | | | |
|------------------|-----|---|-----|-----|------|-------------------|------------|
| (not interested) | 1 | 2 | 3 | 4 | 5 | (very interested) | Don't Know |
| | (7) | | (2) | (5) | (15) | | |
- b. Building seminars/workshops 3.3 (31)
- | | | | | | | | |
|------------------|-----|-----|-----|-----|------|-------------------|------------|
| (not interested) | 1 | 2 | 3 | 4 | 5 | (very interested) | Don't Know |
| | (9) | (1) | (5) | (3) | (13) | | |
- c. Specific design assistance 3.8 (31)



Park View Historic District Tabulated Questionnaire

Park View Historic District Public Input Questionnaire

4

(not interested) 1 2 3 4 5 (very interested) Don't Know
 (5) (1) (4) (5) (16)

13. Overall, how satisfied are you with living in your neighborhood? 3.6 (31)

(not satisfied) 1 2 3 4 5 (very satisfied) Don't Know
 (1) (5) (9) (7) (9)

COMMENTS, IF ANY:

Recent positive changes in Park View but still have problems with code compliance, rental housing not keeping pace with revitalization and contributing to crime/drug problem.

14. Please write any other comments you would like to make about your neighborhood and historic preservation:

"Preservation should be a partnership between property owners and government." Real estate agents need to disclose HD regulations, and homeowners need to be better educated about the process – much more information needs to be on city website. Homeowners would like to be able to use substitute materials that retain the historic appearance of the original materials but are more practical and economical/energy efficient. Homeowners would see better code enforcement as the only way to make preservation work, would like to efforts to encourage landlords to keep up with pace of revitalization, and better maintenance of streets. Comments were also made regarding the extension of the HD boundary on Elm Avenue and the positive impact of the houses being renovated by developers with caution that they should be held to the same standards.

Finally, we need some basic information to help us understand the results of the survey.

Please check the most appropriate box for each question.

Is the property to which this questionnaire was sent:

Your primary residence	An investment property	Don't Know	N/A
(20) 83%	(2) 8%		(2) 9%

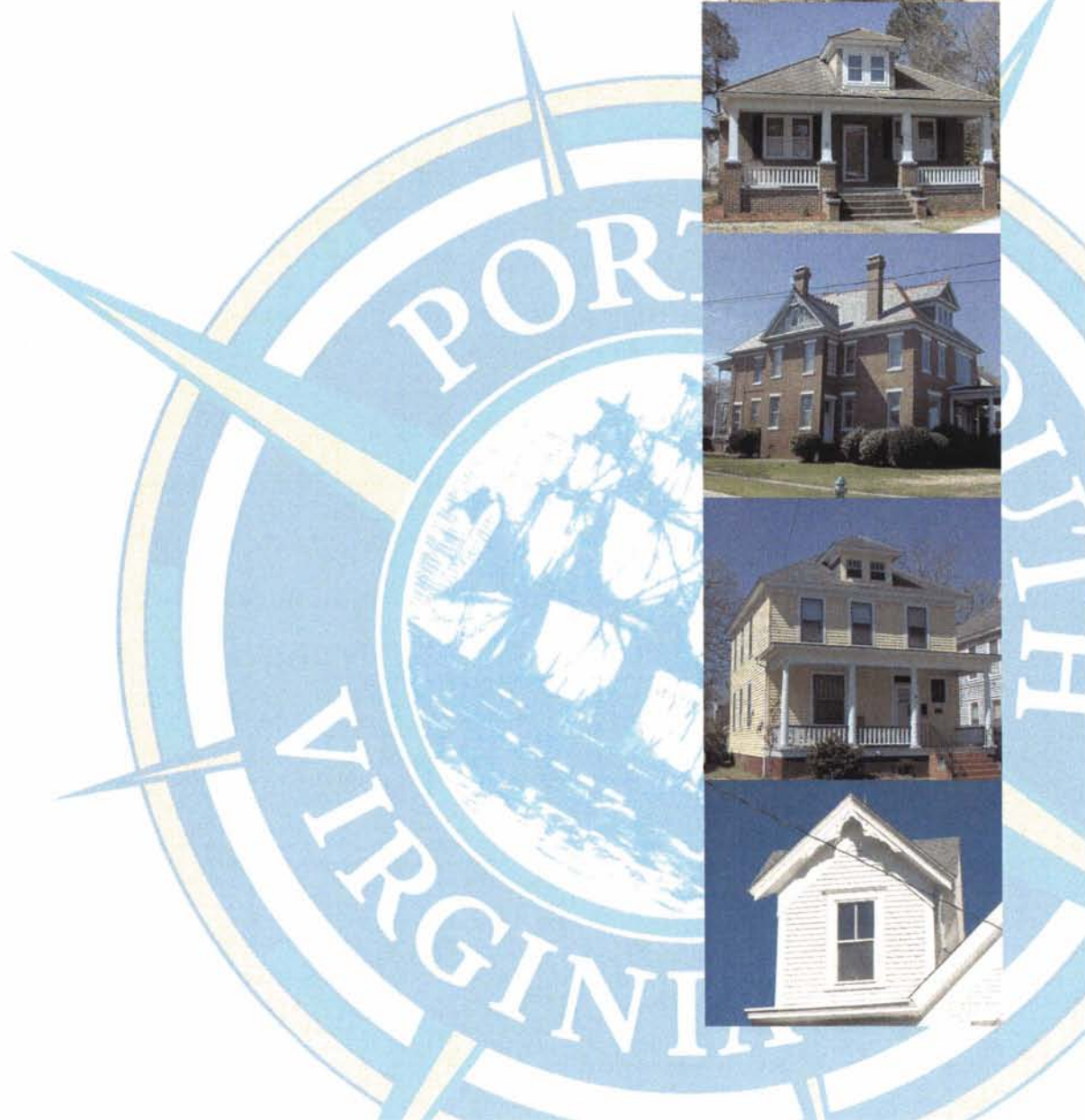
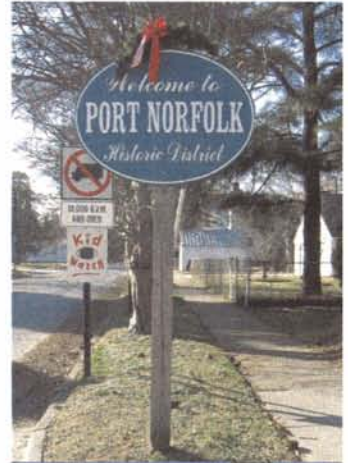
Both investment property owners considered the character and physical appearance of the neighborhood to be of the utmost importance (5.0). They differed as many other property owners did, however, in how satisfied they are with the neighborhood. While significant improvement has been made in recent years, one investor said that was still too much crime to make that property (his) primary residence.

How long have you owned property this property?

Less than 1 year (2) 8%	6-15 years (5) 21%
1-5 years (8) 33%	16 years or more (9) 38%

Thank you very much for your cooperation and assistance in regard to this project. Please return the completed questionnaire in the enclosed self addressed envelope. The results of this survey project will be shared with you, your neighborhood civic league and the City of Portsmouth.

PORT NORFOLK HISTORIC DISTRICT TABULATED QUESTIONNAIRE





Port Norfolk Historic District Public Input Questionnaire

1

846 questionnaires mailed – 139 returned : 16%

INTRODUCTION

The Portsmouth City Council and the Department of Planning have initiated a project called FOCUS Historic Districts. The primary goal of this project is to evaluate the current historic district regulations, procedures, and guidelines. The answers you provide here will be used in conjunction with information gathered through public workshops in each of the historic districts, to help achieve that goal. The results and recommendations will be reported back to each district and will be presented to City Council for consideration.

INSTRUCTIONS

This questionnaire will take approximately ten to fifteen minutes to complete. For questions that have a numerical scale evaluation, please circle the number that most closely corresponds to your answer. If you do not know the answer to a question, please circle "Don't Know" at the end of each question. If the question does not apply to your situation, please circle "N/A". Please return your completed questionnaire in the enclosed self-addressed stamped envelope. Thank you very much for your cooperation in this project.

Preserving historic character generally means maintaining the general original appearance of a house as it was designed. This means keeping the original form and shape of the house, retaining the original exterior siding and other materials, maintaining original porch design, using original materials when replacing building elements, and preserving the location and design of windows and doors if replacements are needed.

1. How important do you think it is to maintain the historic character of your neighborhood? **4.1 (139)**

(not important)	1	2	3	4	5	(very important)	Don't Know
	(6)	(9)	(20)	(21)	(80)		(2)

2. How important do you believe the physical appearance of your neighborhood is? **4.6 (141)**

(not important)	1	2	3	4	5	(very important)	Don't Know
	(1)	(1)	(11)	(26)	(102)		

3. How much do you spend in a typical year on improvements and maintenance of the exterior of your home and yard? **137**

\$1-100	\$100-500	\$500-1000	\$1000-2000	\$2000+	N/A
	(24) 25%	(48) 35%	(27) 20%	(28) 20%	(4) 4%

4. Are there projects that you would undertake to improve the exterior of your property if you had additional funds? **(140)**

(111) Yes – 79% **(18) No – 13%** **(6) Don't Know – 4%** **(5) N/A – 4%**

COMMENTS, IF ANY:

Many owners expressed a desire to make site improvements, some to mitigate flooding or provide handicapped accessibility. Numerous entries also mentioned replacing windows and changing siding – some from vinyl to wood or Hardiplank other from wood to vinyl, also additions – rear room, front porch CAR/guidelines/HD designation was perceived by a number of respondents to be as much of an impediment as money – can't do what "they" require so do nothing./



Port Norfolk Historic District Public Input Questionnaire

a. How clear was the application process to you? 3.7 (91)

(not clear)	1	2	3	4	5	(very clear)	Don't Know
	(8)	(5)	(21)	(19)	(36)		

Architect handled.

b. How timely was the process to go through the CAR? 3.0 (88)

(not timely)	1	2	3	4	5	(very timely)	Don't Know
	(20)	(15)	(20)	(17)	(14)		(3)

1 month is unreasonable/we went through process and were insulted by some remarks/ Architect handled

c. How fairly do you feel you were treated by the CAR? 3.1 (91)

Architect handled

(not fairly)	1	2	3	4	5	(very fairly)	Don't Know
	(21)	(8)	(16)	(19)	(25)		(3)

We were putting on a \$72,000 late roof, yet that wasn't enough for CAR. They had the nerve to question if a row of the slate would be cut a certain way!! I told the CAR that if it cost more than \$72,000, then NO it won't be cut that way!! They decided to approve the roof—big of them wasn't it./There are some people on CAR who come across as very out of touch with average \$\$ people/

d. Was your project approved the first time you went through the CAR? (93)

(52) Yes – 56%	(34) No – 37%	(5) Don't Know – 5%	(2) N/A – 2%
----------------	---------------	---------------------	--------------

e. If denied, did you understand why your application was not approved? (81)

(36) Yes – 44%	(7) No – 13%	(3) Don't Know – 4%	(35) N/A – 47%
----------------	--------------	---------------------	----------------

f. Were you aware of or did you use the guidelines to assist you in planning your project? (90)

(73) Yes – 82%	(10) No – 11%	(3) Don't Know – 3%	(4) N/A – 4%
----------------	---------------	---------------------	--------------

What guidelines?/ Architect handled

g. How helpful would you rate the design guidelines publication overall as a tool to prepare for coming before the CAR? 2.2 (92)

(not helpful)	1	2	3	4	5	(very helpful)	Don't Know
	(14)	(15)	(22)	(15)	(7)		(19)

Paint selections are very difficult because city does not provide paint chips of approved colors only a chart in planning office/ did not reference the guidelines/ Architect handled/Include info on brands & standards for acceptable windows and include info on process to get colors not on list approved



Port Norfolk Historic District Public Input Questionnaire

10. How effective, in general, do you think the CAR has been in preserving the historic character/appearance of your neighborhood? 2.9 (93)

(not effective) 1 2 3 4 5 (very effective) Don't Know
(19) (13) (31) (22) (8) (10)

At a tremendous price, the homeowners are resentful and prejudiced against the League & CAR/

11. How effective do you think the enforcement of historic district regulations are? 2.5 (93)

It depends on who you are or who you know or if you gave the money for a lawyer to fight for you.

(not effective) 1 2 3 4 5 (very effective) Don't Know
(30) (19) (18) (18) (8) (13)

see above - not backed by the city council/

12. How interested are you in the following types of technical assistance useful in preserving your house

a. Internet websites 3.3 (143)

(not interested) 1 2 3 4 5 (very interested) Don't Know
(32) (4) (20) (29) (52) (6)

b. Building seminars/workshops 3.2 (136)

(not interested) 1 2 3 4 5 (very interested) Don't Know
(34) (16) (21) (25) (40) (2)

c. Specific design assistance 3.1 (152)

(not interested) 1 2 3 4 5 (very interested) Don't Know
(32) (22) (23) (19) (52) (4)

13. Overall, how satisfied are you with living in your neighborhood? 3.6 (137)

(not satisfied) 1 2 3 4 5 (very satisfied) Don't Know
(7) (14) (31) (46) (36) (3)

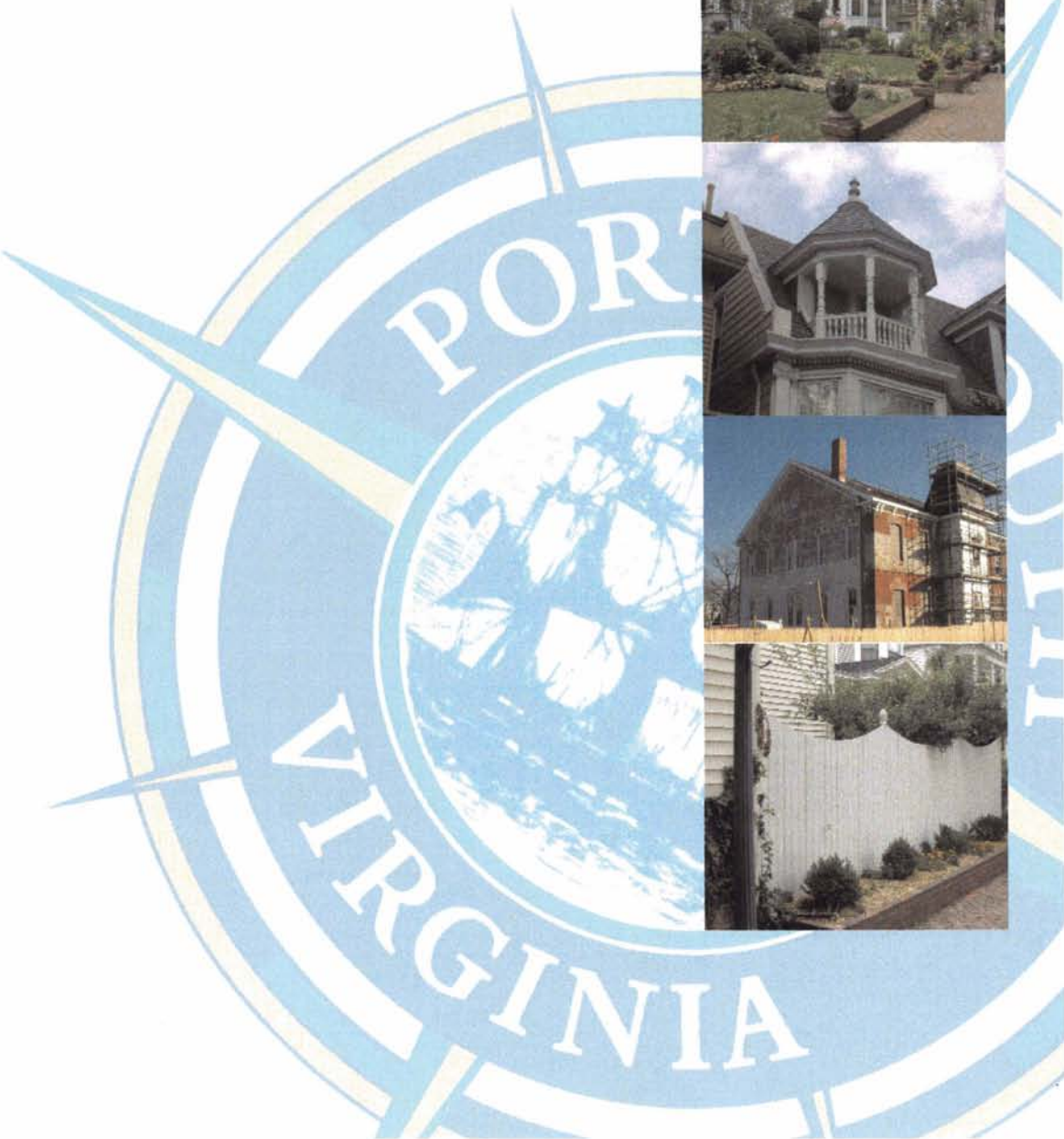
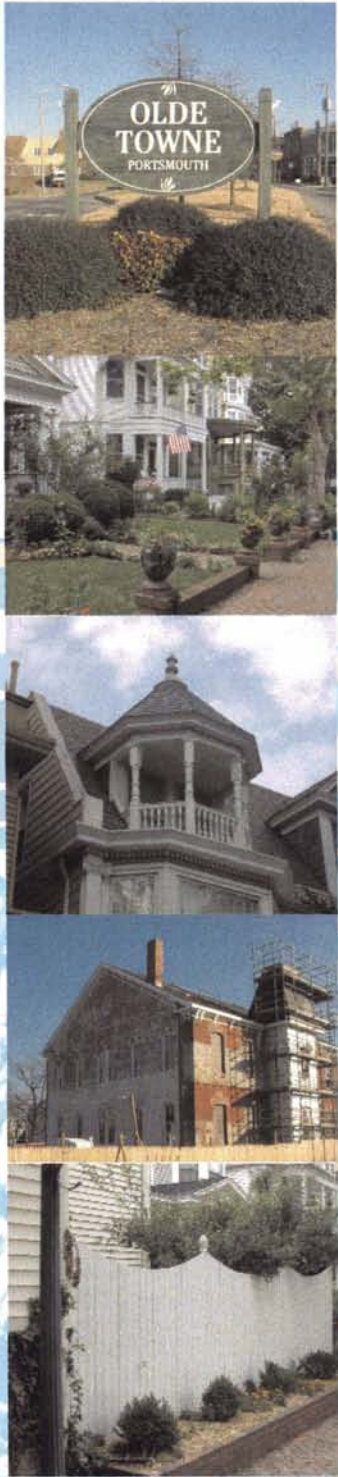
COMMENTS, IF ANY:

Comments divided between those who see the neighborhood improving and those who see it declining. Crime rates rising since project was closed leading to homeowners moving and more rental property. Many comments regarding inconsistency of CAR decisions and selective enforcement. Strict guidelines and red tape discourages those who want to work on their houses. Would like to see full disclosure to homebuyers and more clarity in guidelines.

14. Please write any other comments you would like to make about your neighborhood and historic preservation:

CAR should focus on the big picture and provide unified guidance to homeowners - currently seen as arrogant/elitist. Disconnect between allowing signs on bedsheets but having to get approval for paint colors. Lack of enforcement is leading to blight - need fines for non-compliance and City Council support of CAR decisions. Would like to see more neighborhood representation on CAR and more knowledgeable/qualified members. Could City maintain a list of contractors who agree to abide by guidelines? City inspector dedicated to historic districts. City could restore beach to waterfront (done in Norfolk). Substitute materials should be allowed to preserve appearance. If guidelines are to remain strict then provide low-interest loans.

**OLDE TOWNE HISTORIC DISTRICT
TABULATED QUESTIONNAIRE**





Olde Towne Historic District Public Input Questionnaire

408 questionnaires mailed – 103 returned: 25%

INTRODUCTION

The Portsmouth City Council and the Department of Planning have initiated a project called FOCUS Historic Districts. The primary goal of this project is to evaluate the current historic district regulations, procedures, and guidelines. The answers you provide here will be used in conjunction with information gathered through public workshops in each of the historic districts, to help achieve that goal. The results and recommendations will be reported back to each district and will be presented to City Council for consideration.

INSTRUCTIONS

This questionnaire will take approximately ten to fifteen minutes to complete. For questions that have a numerical scale evaluation, please circle the number that most closely corresponds to your answer. If you do not know the answer to a question, please circle "Don't Know" at the end of each question. If the question does not apply to your situation, please circle "N/A". Please return your completed questionnaire in the enclosed self-addressed stamped envelope. Thank you very much for your cooperation in this project.

Preserving historic character generally means maintaining the general original appearance of a house as it was designed. This means keeping the original form and shape of the house, retaining the original exterior siding and other materials, maintaining original porch design, using original materials when replacing building elements, and preserving the location and design of windows and doors if replacements are needed.

1. How important do you think it is to maintain the historic character of your neighborhood? **4.6 (103)**

(not important)	1	2	3	4	5	(very important)	Don't Know
	(2)	(2)	(6)	(11)	(82)		

2. How important do you believe the physical appearance of your neighborhood is? **4.9 (104)**

(not important)	1	2	3	4	5	(very important)	Don't Know
	(0)	(0)	(1)	(9)	(94)		

3. How much do you spend in a typical year on improvements and maintenance of the exterior of your home and yard? **(103)**

\$1-100	\$100-500	\$500-1000	\$1000-2000	\$2000+
	(7) 7%	(20) 19%	(26) 25%	(50) 49%

4. Are there projects that you would undertake to improve the exterior of your property if you had additional funds? **(103)**

Yes	No	Don't Know	N/A
(72) 70%	(20) 19%	(6) 6%	(5) 5%

COMMENTS, IF ANY:

Most comments in this section focused on the removal of substitute materials and replacing them with original materials. Also mentioned were general exterior maintenance, lead paint removal, replacement of windows or addition of storm windows and sit improvements. A number of comments expressed the desire for a list of reputable contractors. Fences, landscape, painting.



Olde Towne Historic District Public Input Questionnaire 2

5. How much of an additional monthly payment could you afford if you qualified for low-interest loans for exterior property improvements? (79)

\$1-100	\$101-200	\$201-300	\$301-400	\$401-500
(11) 14%	(22) 28%	(28) 35%	(3) 4%	(15) 19%

6. Are you aware that your neighborhood is a listed state and national historic district, as well as a local historic district? (107)

Yes	No	Don't Know	N/A
(103) 96%	(3) 3%	(1) 1%	

7. Are you aware that, because you live in an historic district, the Commission of Architectural Review (CAR) must approve most changes to the exterior of your property before work begins? (106)

Yes	No	Don't Know	N/A
(106) 100%			

8. Currently property owners must come before the CAR for changes to the following list of alterations. Should alterations to the following items be approved by staff instead of the CAR?

(103) Roof Materials 65-31-4-0%	(67) Yes	(32) No	(4) Don't Know	N/A
(104) Windows 56-39-5-0%	(58) Yes	(41) No	(5) Don't Know	N/A
(102) Shutters 53-44-3-0%	(54) Yes	(45) No	(3) Don't Know	N/A
(103) Storm Doors/Windows 54-41-5-0%	(56) Yes	(42) No	(5) Don't Know	N/A
(103) Doors 47-49-5-	(48) Yes	(50) No	(5) Don't Know	N/A
(101) Porch Design/Enclosure 43-53-3-0%	(44) Yes	(54) No	(3) Don't Know	N/A
(103) Siding 51-46-3-0%	(53) Yes	(47) No	(3) Don't Know	N/A
(103) Paint Colors (not on approved list) 50-47-4%	(51) Yes	(48) No	(4) Don't Know	N/A

COMMENTS, IF ANY:

Keep as strict as possible. Most comments were in favor of staff review with very strict guidance from CAR as to approved materials. A few comments were made in favor of using of high-quality substitute materials and the need to update approved paint colors. Others commented that the CAR process was too lengthy and that there needed to be more consistency. "If you are adhering to GLs no need to come before CAR." Only go to CAR for variance from GL – approved materials, etc.

9. Have you ever applied to CAR for a Certificate of Appropriateness (COA) in order to work on your property? (107)

Yes	No	Don't Know	N/A
(71) 66%	(34) 32%	(1) 1%	(1) 1%

If NO, skip to #12.

If YES, please answer the following questions, (a) through (g):

a. How clear was the application process to you? 3.7 (74)

(not clear)	1	2	3	4	5	(very clear)	Don't Know
	(5)	(6)	(10)	(23)	(27)		

b. How timely was the process to go through the CAR? 3.5 (72)



Olde Towne Historic District Public Input Questionnaire

a. Internet websites 3.7 (103)

(not interested)	1	2	3	4	5	(very interested)	Don't Know
	(12)	(6)	(27)	(17)	(41)		(2)

b. Building seminars/workshops 3.5 (101)

(not interested)	1	2	3	4	5	(very interested)	Don't Know
	(10)	(12)	(24)	(27)	(28)		(2)

c. Specific design assistance 3.6 (102)

(not interested)	1	2	3	4	5	(very interested)	Don't Know
	(14)	(6)	(22)	(22)	(38)		(2)

13. Overall, how satisfied are you with living in your neighborhood? 4.5 (102)

(not satisfied)	1	2	3	4	5	(very satisfied)	Don't Know
		(2)	(11)	(28)	(61)		(1)

COMMENTS, IF ANY:

Most comments focused on the condition of property owned by absentee landlords and that the city is not held to the same standards as private citizens. Property owners also feel that the city could do a much better job with code enforcement and with training of the CAR staff. Crime is perceived to be rising, while city services are not on par with the taxes paid.

14. Please write any other comments you would like to make about your neighborhood and historic preservation:

Comments regarding CAR included establishing term-limits and that CAR members should base judgments on guidelines not personal opinion and should have more training on codes and materials. CAR should use common sense and some flexibility in considering newer materials that retain the historic appearance and weigh preservation versus livability without reducing high overall standards. Code enforcement needs to be strengthened to enforce these guidelines and City Council needs to uphold CAR decisions to encourage future investment in the district. Homeowners would also like to see guidelines given to new owners at closing and the availability of technical/design assistance.



Olde Towne Historic District Public Input Questionnaire

5

Finally, we need some basic information to help us understand the results of the survey.

Please check the most appropriate box for each question.

Is the property to which this questionnaire was sent: (106)

(94) Your primary residence – 89% (9) An investment property – 8% Don't Know (3) N/A – 3%

Investment property owners in Olde Towne were more likely to be in favor of staff review and less interested in technical assistance than owner-occupied respondents.

How long have you owned this property? (105)

(3) Less than 1 year - 3% (41) 6-15 years – 39%
(29) 1-5 years – 28% (32) 16 years or more – 30%

Thank you very much for your cooperation and assistance in regard to this project. Please return the completed questionnaire in the enclosed self addressed envelope. The results of this survey project will be shared with you, your neighborhood civic league and the City of Portsmouth.

**COMMISSIONS OF ARCHITECTURAL REVIEW (CAR)
TABULATED QUESTIONNAIRE**





CAR 1 & CAR 2/ Staff Questionnaire

INTRODUCTION

The Portsmouth City Council and the Department of Planning have initiated a project called FOCUS Historic Districts. The overall goals of this project are to:

- (a) evaluate current historic district regulations, procedures, and guidelines
- (b) develop public education and community input strategies for preservation program implementation
- (c) analyze historic district boundaries and classifications
- (d) update design guidelines for each district

The answers you provide through your thoughtful completion of this questionnaire, will be used in conjunction with information gathered through public workshops in each of the historic districts, to help achieve the goals listed above. The results and recommendations will be reported back to each district through its civic league and will be presented to City Council for consideration.

INSTRUCTIONS

This questionnaire will take approximately ten to fifteen minutes to complete. If you do not know the answer to a question, please circle "Don't Know" at the end of each question. If the question does not apply to your situation, please circle "N/A". Please feel free to add comments in the space provided after each section. Please use additional blank sheets of paper if you need more room. When you have completed this questionnaire, please return it in the self-addressed stamped envelope. Thank you very much for your cooperation in this project.

1. Please select the following category that relates to your role with the Commission of Architectural Review (CAR):

Commission of Architectural Review Board Member

How long have you served on the CAR? Please check one:

- less than one year 0 _____
- one to two years 4 (50%)
- three years or more 4 (50%)

OR

Department of Planning Staff Member

How long have you provided staff assistance to the CAR? Please check one:

- less than one year 0 _____
- one to two years 0 _____
- three years or more 0 _____



CAR 1 & CAR 2/ Staff Questionnaire

Check the response below that best describes how well you think your commission is doing:

MISSION/VISION/GOALS

	not clear at all	somewhat clear	average	above average	very clear	don't know	N/A
2. How clearly is CAR(s) mission articulated? 4.1			(2)	(3)	(3)		
3. How often do the CAR(s) define goals and communicate them to the community. 3.3	never	not often	sometimes	frequently	on regular basis	don't know	N/A
		(1)	(4)	(3)			
4. The CAR(s) share a common vision for preservation in our community. 3.4			(1)	(3)	(4)		

COMMENTS, IF ANY:

Great for community, especially property values. / DOC & CAR 1 don't do enough. / Should, but not always on the same page

AUTHORITY/PROCESS

	not at all	poorly	fairly	well	very well	don't know	N/A
5. How well do the CAR(s) understand their legal authority and responsibilities? 3.4		(1)	(5)		(2)		
6. How adequate is the CAR(s) knowledge of our state enabling legislation. 2.4	very inadequate		average		very adequate	don't know	N/A
	(2)		(4)		(1)	(1)	
7. How adequate is the CAR(s) knowledge of our local ordinance. 3.8			(2) (1)	(2)	(3)		
8. How well do the CAR(s) know the proper procedure for making decisions and understand due process. 4.0	not clearly at all		somewhat clearly		very clearly	don't know	N/A
				(4)	(4)		

COMMENTS, IF ANY:

Jocelyn is a good supervisor.



CAR 1 & CAR 2/ Staff Questionnaire

3

COMMISSION OPERATIONS

	not very busy	somewhat busy (7)	very busy (2)	don't know	N/A
9. Is the CAR(s) workload reasonable? 3.4					
10. How would you rate continuity and succession to leadership positions on the CAR(s)? 3.4	not adequate (1)	adequate (5)	very adequate (3)	don't know	N/A
11. How would you rate the recruitment program to attract qualified commission members? 1.2	needs improvement (8)	adequate (1)	works well	don't know	N/A

COMMENTS, IF ANY:

A member /alternate of CAR 1 has violations stemming from CAR 2

TRAINING

	not adequate	somewhat adequate	very adequate	don't know	N/A
12. How adequate is orientation for new CAR members? 1.2	(8)	(1)			
13. How adequate is ongoing training for CAR members? 1.7	(6)	(3)			
14. How often do CAR members attend conferences/workshops related to their role as commission members? 2.6	never (2)	sometimes (7)	frequently	don't know	N/A
15. Do current members feel they are part of the of the program's continuity and regularly refer to commission precedent. 2.7	not at all (1)	infrequently (3)	regularly (4)	always (1)	don't know N/A

COMMENTS, IF ANY:

I would benefit from ride along with inspectors. Staff could keep an excel diary of what has been previously approved. This has been suggested in the past to no avail.

NETWORKING

	not at all	somewhat regularly	regularly	very regularly	don't know	N/A
16. How regularly do CAR members interact with other local government officials. 2.2	(2)	(4)	(2)		(1)	
17. Do CAR members have adequate knowledge of where to get outside help, if necessary? 2.6	not adequate (4)	somewhat adequate (3)		very adequate (2)	don't know	N/A



CAR TABULATED QUESTIONNAIRE

CAR 1 & CAR 2/ Staff Questionnaire

4

18. The CAR(s) are part of a statewide support network. (1) 12% Yes (3) 38% No (4) 50% Don't Know N/A

19. How would you characterize the CAR(s) relationship with the state/regional historic preservation office?
 no relationship poor fair good excellent don't know N/A
 1.1 (3) (3) (2)

20. We are part of a national support network. Yes (2) 29% No (5) 71% Don't Know N/A

COMMENTS, IF ANY:

Portsmouth would benefit in these areas by becoming a Certified Local Government.

STAFF SUPPORT

	not at all	poor	fair	good	excellent	don't know	N/A
21. Is the amount of staff support adequate? 4.0			(2)	(4)	(2)		
22. Is the quality of staff support adequate? 4.0			(3)	(2)	(3)		
23. Are staff reports understandable, comprehensive, and reliable? 4.1			(1)	(5)	(2)		
24. Is the staff responsive to CAR requests and needs? 3.9		(1)	(1)	(5)	(2)		
25. CAR(s) are properly briefed when representing the commission at functions, hearings, etc. 3.8		(1)	(1)	(5)	(1)		

COMMENTS, IF ANY:

GUIDELINES

	not at all	not thoroughly	thoroughly	very thoroughly	don't know	N/A
26. How thoroughly have you read the design guidelines publication used by the CAR? 3.5		(3)	(3)	(2)		
27. How would you rate the clarity of organization or "user friendliness" of the design guidelines? 3.0	not clear at all (1)		somewhat clear (6)	very clear (1)	don't know	N/A
28. How would you rate the length of the design guidelines? 2.6	too brief		average (7)	too long	don't know (1)	N/A
29. How would you rate the level of detail of the design guidelines? 1.8	not very detailed (3)	somewhat detailed (1)	average (3)	somewhat detailed	too detailed	don't know (1) N/A

COMMENTS, IF ANY:



CAR 1 & CAR 2/ Staff Questionnaire

5

30. How would you rate the amount of graphics (photos and drawings) in the design guidelines? 2.0	minimal (4)	average (4)	too many	don't know	N/A
31. How would you rate the quality of graphics (photos and drawings) in the design guidelines? 2.0	very low quality (4)	average (4)	very high quality	don't know	N/A
32. How knowledgeable do property owners who come before the CAR seem to be in regard to the design guidelines publication? 1.8	not knowledgeable at all (5)	somewhat knowledgeable (3)	very knowledgeable	don't know	N/A
33. How helpful would you rate the design guidelines publication overall for property owners who come before the CAR? 2.4	not helpful (1)	somewhat helpful (6)	very helpful	don't know (1)	N/A

COMMENTS, IF ANY:

Most applicants do not have the guidelines and after being informed still do not get a copy/ We need as commissioners to get more involved with property owners. /

34. Have there been design review projects brought before the CAR in which there were topics or design issues **not covered** in the design guidelines publication that should have been covered?

- Yes 4 ____ 50%
- No 1 ____ 12%
- Don't Know 3 ____ 38%

If you answered "YES" please list the topics or design issues that were not in the design guidelines and that should be added to the guidelines to make them a more effective and useful publication in the future.

Newer materials—hardiboard siding, composite windows. The key issue for windows is the look – ie. Correct proportions for the window components. If we could give those dimensions and stay away from the exact material being used we would be on firmer footing. As it is now, we just say "NO Vinyl" and can't justify that decision except to say we have always done it that way. This is not acceptable. / Closing up of existing openings, replacement of windows, vinyl products. / vinyl siding and vinyl window replacement. New infill housing.



CAR 1 & CAR 2/ Staff Questionnaire

35. Did you receive any **training** on how to use the design guidelines publication?

Yes 0____
 No 7____88%
 Don't Know 1____12%

If you answered "YES" please describe the nature of the training in terms of who gave the training, how long was the training session and what topics were covered.

Could use as much training that would be available to me. / -----

36. How **often** does CAR use the design guidelines publication as a justification for its decisions in regard to reviewing a project? **3.8**

never	not often	sometimes	very often	all of the time	don't know	N/A
		(2)	(6)			

37. How has the **quality** of preservation activity changed since the design guidelines publication has been in use in the historic district(s)? **1.8**

decreased greatly	somewhat decreased	remained same	somewhat increased	increased greatly	don't know	N/A
	(1)	(1)	(1)	(1)	(4)	

38. How **helpful** would you rate the design guidelines publication **overall** for the CAR? **2.3**

not helpful at all	somewhat helpful	very helpful	extremely helpful	don't know	N/A
	(7)	(1)			

COMMENTS, IF ANY:

ENFORCEMENT

39. How aware do you believe building inspectors/ code officials are in regard to CAR authority? **2.9**

not aware	somewhat aware	average	very aware	extremely aware	don't know	N/A
(1)	(2)	(1)	(3)		(1)	

40. How adequately do they enforce the ordinance? **2.6**

not at all	not adequately	average	very adequately	extremely well	don't know	N/A
(2)	(1)	(3)	(2)			

41. How adequate are the penalties for non-compliance? **1.3**

very inadequate	not adequate	average	somewhat adequate	very adequate	don't know	N/A
(4)	(3)				(1)	



CAR 1 & CAR 2/ Staff Questionnaire

7

EDUCATION

- | | | | | | | | |
|--|--------------------|-----------------|---------|----------------------|------------------|---------------|-----|
| 42. How adequate do you believe the level information/ technical assistance provided to property owners through CAR/staff? 2.4 | very
inadequate | not
adequate | average | somewhat
adequate | very
adequate | don't
know | N/A |
| | (1) | (3) | (4) | | | | |
| | | | | | | | |
| 43. Please note the level of any CAR public education program. 0.9 | none
exists | poor | fair | good | very
good | don't
know | N/A |
| | (3) | (2) | | | | (3) | |

INCENTIVES

- | | | | | | | | |
|--|--------------------|-----------------|---------|----------------------|------------------|---------------|-----|
| 44. Do you believe that financial incentives are adequate for property owners in the historic districts? 1.4 | very
inadequate | not
adequate | average | somewhat
adequate | very
adequate | don't
know | N/A |
| | (2) | | | (1) | (1) | (3) | (1) |

COMMUNITY SUPPORT/UNDERSTANDING

- | | | | | | | | |
|---|-------------------------|------------------|-----------------------|----------------------|------------------|---------------|-----|
| 45. How adequate is the time the CAR spends considering community needs? 3.3 | very
inadequate | not
adequate | average | somewhat
adequate | very
adequate | don't
know | N/A |
| | | (3) | (2) | (1) | (2) | | |
| | | | | | | | |
| 46. Do all members share the burden of any extra assignments, representing the commission at events, etc. ? 2.6 | not
shared
at all | poorly
shared | fairly well
shared | very well
shared | don't
know | N/A | |
| | | (1) | (4) | | (2) | | |

We do not go to events but we do go to sites in order to make good decisions

47. What other comments, suggestions, or observations, if any, do you have about any aspect of the design review process?

COMMENTS, IF ANY:

It is critical that we get community support for historic preservation. In many cases it is clear that we lack this support and are seen as outsiders insisting on BS requirements that infringe on the rights of the property owner.

Education for both the commissions and for the public is critical to the preservation of the neighborhoods. More education of the commissions to take the guessing or opinions out of the discussion process. New training – how to talk professionally to property owners. People in affected neighborhoods don't approve of the CAR's because of lack of education. Educate the public. They don't



CAR 1 & CAR 2/ Staff Questionnaire

understand the good. We should have a library of information for homeowners. We should have information on previously approved materials.

Enforcement and prevention. We should have strict enforcement of the guidelines – none of that “I didn’t know so forgive me and let me keep doing what I’m doing”

48. List several major preservation issues you believe need to be addressed and resolved in this project if possible.

- *Community support and commitment*
- *ID newer materials that are allowable and when, greater specificity of acceptable window dimensions, size of components, etc. vinyl windows, vinyl siding, demolition of existing structures*
- *Evaluation of products on the market – not a blanket “yes” to all things;*
- *clearer guidelines, Specific guidelines for each district.*
- *education of commissions, emphasis of preservation & restoration vs accommodation, get all commissioners on the same page.*
- *education, education, education, education*
- *Regrouping of HD (working class neighborhoods need to be together).*
- *inclusion of an entire neighborhood, not just some streets;*

49. Optional for possible follow up telephone call for clarification if needed.

Name _____

Address _____

Phone Number _____

Thank you very much for your cooperation and assistance in regard to this project. Please return the completed questionnaire in the enclosed self-addressed envelope.

Individually completed questionnaires are confidential and any specific information about individuals on these questionnaires will not be shared.