

**GUILFORD COUNTY**  
**HISTORIC PRESERVATION COMMISSION**

**Public Hearing Processes for Landmark Designations:**

1. **Initial Contact** : Applicant meets with staff to discuss possible designation. Staff provides sample of materials expected to be reviewed with application.
2. **First site visit**: Staff meets with applicant and commission representative for jurisdiction to view site and discuss application.
3. **Application Submitted**: An application is received by the Planning & Development Department. The application includes 13 completed and signed applications and documents and any other supporting information. The application must be submitted at or before meeting cut-off date.
4. **Application Review**: The application is placed on the agenda. The first meeting is not a public hearing; therefore, it does not have to be advertised. The HPC reviews the application to determine whether there is sufficient information to make a decision. If the HPC votes to accept the application, a public hearing is set. If not, the applicant must resubmit the application and start the process over again.
5. **SHPO Packet**: After the HPC approves the application, a packet is made up containing the following: 1 copy of the report, with all pictures and memo requesting the State Historic Preservation Office to review the application. The packet and memo should be addressed to: *Amber Stimpson, SHPO, 4617 Mail Service Center, Raleigh, NC 27669-4617.*

This step is not an option; it is required by law. SHPO has 3 weeks to respond from the day they receive it. If no response is received, the HPC may continue the designation process without SHPO's comments. The HPC is not obligated to follow SHPO's recommendation(s).

6. **Public Hearing:** A site visit for the Commission members and a public hearing is set for the following meeting. The notification process must be adhered to for the public hearing:
  - 1) All adjacent owners within 100 feet of the property must be notified by mail at least (10) days before the public hearing date,
  - 2) an ad advertising the meeting must run twice within a two-week period with the first add running at least 10 days prior to the meeting and must include commission site visit times if necessary.
  - 3) and the property must be posted.
  
6. **Meeting Site Visit:** HPC members and staff meet at the site with the owner or representative for a walkthrough. After the walk through, public hearing will be held at the Old Guilford County Courthouse, Blue Room at 6:00 P.M.

At this meeting, the commission members ask the owner(s) or representative(s) questions and discuss the property to be designated as a local landmark. The Commission only makes a recommendation to governing bodies The governing body (Greensboro City Council, Guilford County Board of Commissioners, High Point City Council, Gibsonville Board of Alderman, and the Jamestown Town Council) makes the final decision on the designation of Landmark properties.

7. **Public Hearing #2:** If the Commission approves the Landmark designation, the staff person must assemble the following:
  - 1) a one-page summary of the report including the voting record of the commission,

- 2) a copy of the comments from the SHPO office,
- 3) a plot plan of the property and vicinity map,
- 4) a copy of complete application, and
- 5) a copy of the Ordinance designating the landmark. This information is sent to the Clerk of the governing board or other appropriate persons: Greensboro, Guilford County, Gibsonville, Jamestown, High Point.

8. **Council/Commission:** Staff or Commission Member of the jurisdiction presents the landmark designation to the governing board. A staff person from the Planning and Development Department must be at the hearing to answer any technical questions. Applicant should always be prepared to answer questions during the presentation.
9. **Effective:** The ordinance becomes effective the day it is adopted. A copy of the ordinance is distributed to the Tax Department, Building Inspections Department in the jurisdiction, property owner, and recorded at the Register of Deeds. (Recording documents is the responsibility of the property owner). A bronze plaque, at the cost of \$125 paid to Guilford County, is required to be placed on the building. It is a good idea to collect this fee before the public hearing of the governing body.