



## Frequently Asked Questions

### Who attends CAMP?

CAMPers are primarily preservation commission members and city staff, however you do have the option of opening the CAMP to other members of the community such as:

- property owners
- elected officials
- city council members
- building code inspectors
- realtors
- school board members
- nearby college/university students

We can work with you to create an agenda that is appropriate for a broader audience.

**We also strongly recommend inviting your State CLG Coordinator!** They are a valuable resource and CAMP is a great way to cultivate a stronger relationship with them.

### What topics are offered at CAMP?

The topics listed on the CAMP Menu cover the basics that every commission needs to be effective. Sessions are customized for the state, region, or local community.

### Who are the CAMP Trainers?

NAPC's exceptional team of [CAMP Trainers](#) include commissioners, local, state, and national staff members, attorneys, consultants, and commission partners.

### How much does CAMP® cost?

Please refer to NAPC's [CAMP Pricing](#) for details.

### What is included in CAMP®?

- CAMP planning meeting with CAMP Trainers and NAPC Staff
- Customized presentations followed by Q&A and discussion
- CAMP recording available for 60 days - Virtual CAMPs only
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- 1-year Membership with NAPC for Hosts and first-time CAMPers
- Continuing education credits (AIA, APA)
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**How are CAMPs funded?**

Most CAMPs are made possible by CLG grant funds. You can learn more by contacting your State Historic Preservation Office. In some cases, CAMPs are funded by a municipality or a nonprofit partner.

**Does CAMP qualify for continuing education credits?**

Yes! All CAMP topics qualify for continuing education credits through the American Institute of Architects (AIA) as well as the American Planning Association (APA). Certificates of completion are also provided for anyone needing documentation of attendance.

**How long is each CAMP topic?**

Each topic is one hour in length, including 10-15 minutes of Q&A and discussion. Depending on what works best for your commission, you can host a half or full-day training or even a quick 1-2 topic training.

**Are there any topics that you highly recommend to include in a CAMP agenda?**

Yes. It is strongly recommended to include the following CAMP Essentials, providing key information for anyone serving on a commission. You can find more information on these topics in the CAMP Menu.

- Legal Basics
- Standards and Guidelines for Design Review
- Meeting Procedures

**Do you have examples of past agendas you can share?**

Yes! You can access them [here](#).

**Can you tell me more about the virtual and in-person format options?**

CAMP is available in both virtual and in-person formats. With the virtual format, CAMPers have the option of attending live or watching later on-demand. On-site CAMPs, typically held on a Friday or Saturday, enable CAMP Trainers to travel on location, get to know communities and the unique resources they are trying to preserve, and provide training in a fun and friendly atmosphere with plenty of networking opportunities. On the other hand, virtual CAMPs are a very convenient way to provide training to a wider audience with weekday and weeknight options. Both formats are effective and highly interactive. NAPC can work with you to decide which format is most suitable for your training needs.

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Take a look at the [7 Tips for a Successful CAMP](#). These tips will help you choose the best CAMP venue and ensure that CAMP is a positive experience for CAMP Trainers and attendees alike.

**I'm ready to host a CAMP! How do I get started?**

To begin the process, please complete the [CAMP Intake Questionnaire](#), which tells us a little bit about you, your community and local issues. Then contact NAPC at (757) 802-4141 or [director@napcommissions.org](mailto:director@napcommissions.org). We will work with you to select topics from the CAMP Menu and CAMP Trainers that best meet your training needs.



### **TOPIC 1 - Why Preserve? An Introduction to Historic Preservation**

What is 'Preservation' and why is it so important to the growth and health of our communities? Explore the role of the local commission in historic preservation and the benefits of historic preservation to the community. This session is ideal for new commissioners or CAMPs open to community members who are not as familiar with historic preservation.

#### **Learning Objectives**

Participants will:

1. Explore the foundation and history of historic preservation.
2. Discover the economic and social benefits of historic preservation.
3. Understand historic designations at the national, state and local levels and the protection and benefits that each may (or may not) carry.
4. Identify preservation partners on the local, state, and federal level.

### **TOPIC 2 - Standards and Guidelines for Design Review - \*CAMP Essentials**

This topic gives participants a deeper understanding of the relationship between federal standards and local design guidelines. CAMP Trainers will guide participants through the *Secretary of the Interior's (SOI) Standards for Rehabilitation*. This topic will also compare the roles of the SOI Standards and local guidelines, reasons to develop local guidelines, how local guidelines can be adapted to meet community needs, and suggestions for developing and/or revising local guidelines.

#### **Learning Objectives**

Participants will:

1. Explore the *SOI Standards for Rehabilitation*.
2. Examine the inherent flexibility of the *SOI Standards* and understand where there is discretion.
3. Examine the role of local design guidelines.
4. Discuss how to develop and/or revise local guidelines.

### **TOPIC 3 - Alternative Materials**

Alternative materials are increasingly being used to replace features on historic properties or on new construction within historic districts. Explore some common types of alternative materials along with those commonly proposed in your region. Discuss things to consider when evaluating alternative materials and how to incorporate alternative material review into your application and approval processes.

#### **Learning Objectives**



Participants will:

1. Discuss the decision-making matrix for considering alternative materials.
2. Review commonly used alternative materials.
3. Explore examples of cases where alternative materials are proposed.
4. Learn how to incorporate alternative material review into your application and approval processes.

#### **TOPIC 4 - Design Review Exercise**

This interactive exercise provides an opportunity for participants to practice design review with a simplified application and set of design guidelines. Participants will determine what questions they would want to ask of the applicant and explore a potential motion. Appropriate for both seasoned professionals and new commissioners, this session provides opportunities for participants to learn from each other in a lively and fun format.

##### **Learning Objectives**

Participants will:

1. Recognize the roles and objectives of the players in the design review process: commissioner, property owner, staff, members of the public and design professionals.
2. Articulate an appropriate and defensible design review response in conformance with established guidelines.
3. Recognize that a number of design solutions may be possible within the design standards and guidelines.
4. Develop confidence in future decision-making.

#### **TOPIC 5 - Envisioning Infill Design Exercise**

The *Secretary of the Interior's Standards* call for new construction to be differentiated but compatible. But what does that really mean? How close can you go without running afoul of the Standard's warning against creating a false sense of history? Likewise, how, truly modern can you go and still be compatible? There is a wide spectrum of compatibility, and most communities fall somewhere between these two extremes. This topic will help participants to find their community's place on this spectrum. It is especially useful for commissions that have few architects/designers, commissions that lack experience with infill review, or are struggling with infill review.

##### **Learning Objectives**

Participants will:

1. Identify the common pitfalls with infill designs.
2. Explore historic building design to understand what makes for appropriate infill design.



3. Discuss how to analyze an infill proposal for compatibility.
4. Develop an infill philosophy.

#### **TOPIC 6 – Legal Basics - \*CAMP Essentials**

The strongest defense commissions have against accusations of arbitrary and capricious decisions is to consistently follow established review procedures. Customized for each state, this workshop covers the legal basis for commission operation. This topic will provide an overview of procedural due process, takings, appeals, property rights, and economic hardship. Participants will examine common preservation legal issues and acquire tools to improve decision-making and build a defensible record.

##### **Learning Objectives**

Participants will:

1. Distinguish between how the law enables and how the law constrains.
2. Explore common preservation legal issues.
3. Acquire tools to improve decision-making.
4. Identify how to build a defensible record.

#### **TOPIC 7 – Meeting Procedures - \*CAMP Essentials**

How a local commission conducts its meetings is critical to maintaining its credibility and reputation. It is also critical to avoiding legal challenges. This topic will address how to work within the legal framework of state law and local statutes and how to establish clear rules of procedure to ensure a defensible decision-making process. Participants will also discuss ethical issues and learn how professionalism, courtesy, and consistency build support for the commission and its work.

##### **Learning Objectives**

Participants will:

1. Identify how to operate a meeting consistent with state and local statutes, ordinances, and regulations which govern meeting procedures.
2. Discuss how to conduct meetings with professionalism, consistency, and courtesy to all persons involved in order to maintain the reputation and credibility of the community's preservation program.
3. Identify and discuss ethical issues encountered by commissions.
4. Discuss how to accomplish a clear and defensible decision-making process.



## **TOPIC 8 - Enforcement and Violations**

Commissions are responsible for the designation and preservation of local landmarks and districts. To ensure that local preservation ordinances are respected and upheld, they must be consistently enforced. Participants will examine the reasons violations occur, how to identify infractions, what actions to take when violations occur, and how to deter future violations. Learn from other communities, looking at various ways communities have strengthened enforcement through education, communication, and collaboration, and explore what would work for your community.

### **Learning Objectives**

Participants will:

1. Discuss why enforcement is an essential part of an effective preservation program.
2. Discuss the challenges of successful enforcement along with suggestions for overcoming them.
3. Explore some of the methods developed by cities to prevent violations and how enforcement can be more proactive.
4. Identify what resources are needed for successful enforcement and the roles of commissioners and staff.

## **TOPIC 9 - Preservation Planning**

A preservation commission is most effective when its work is a part of the community's vision for the future. Preservation plans are tools to establish meaningful goals through community engagement. Thoughtful and coordinated planning can also strengthen grant applications and lead to better funding of preservation programs. Using successful plans from around the country, this topic covers the essential elements of preservation planning and how to integrate preservation as part of a broader planning effort -- not just an addition to it. Participants will examine the planning process from start to finish, from identifying what type of plan you need, to techniques for engaging the community and stakeholders, to how to implement your vision and track achievements. This topic will also include an overview of Certified Local Government benefits and responsibilities for preservation planning, as applicable.

### **Learning Objectives**

Participants will:

1. Discern which types of plans are appropriate to address desired goals and outcomes, as well as common pitfalls to avoid.
2. Recognize the importance of community participation in planning.
3. Discover innovative techniques to involve the community and stakeholders as well as how to incorporate the principles of diversity, equity, inclusion, and accessibility into your preservation planning.
4. Explore successful implementation techniques to assign responsibilities and track performance.



5. Clarify programmatic agreement requirements for Certified Local Governments and relationship to National Park Service mandates, as applicable.

#### **TOPIC 10 - Identifying and Designating Historic Resources**

Local and national designations are commonly confused. This topic discusses local as well as National Register designation, including a comparison of how they are similar and different. Local designation is typically the most effective way to protect a community's historic resources. How does a commission determine what to designate? What is the process of designating a local landmark or district? This topic demystifies the local designation process including identifying historic properties and sites through historic resources surveys, determining eligibility based on the data collected, drawing and defending district boundaries, and the legal aspects of the designation process.

##### **Learning Objectives**

Participants will:

1. Differentiate between local versus National Register designation.
2. Discuss why documenting historic resources is the critical foundation for a successful local historic preservation program.
3. Explore how to conduct a historic resources survey and use the information to determine what resources should be protected through local designation.
4. Explore the process for designating a local historic district, including drawing defensible boundaries, assigning a preservation "value" to individual buildings within the district, and making the case for designation to various constituencies.

#### **TOPIC 11 - Preservation Incentives & Benefits**





Incentives are an excellent way to influence desired outcomes in your local preservation program. This topic presents preservation incentive examples from across the country and teaches participants to develop local incentives to target specific issues. Incentives covered under this topic include creative grant, easement, permitting, and tax programs tailored to the needs of your particular community. If applicable, attendees will also learn the basics of the federal Rehabilitation Tax Credit program, including what projects qualify and what requirements apply. This topic also discusses the benefits of historic preservation to your community.

### **Learning Objectives**

Participants will:

1. Discuss the importance of setting clear goals when developing local incentives.
2. Identify historic tax credits, easement, and abatement incentives offered by the state that could support historic preservation projects.
3. Explore innovative local programs in other communities, including zoning and process-incentives.
4. Identify opportunities for local funding or incentive programs and how to advocate for them.
5. Identify the benefits of historic preservation to your community.

## **TOPIC 12 - Community Engagement and Building Public Support**

Historic preservation commissioners often get bogged down in the day-to-day administration of their local ordinance and forget that one of their key responsibilities is to be an effective spokesperson for historic preservation in their community. This topic helps participants identify and communicate effectively with a wide range of audiences, whether it's building support for designations, defending sometimes unpopular decisions, or working with reluctant elected officials. CAMP Trainers offer fun and creative suggestions for promoting historic preservation that have been proven to work during this session.

### **Learning Objectives**

Participants will:

1. Explore common situations where a preservation commissioner would need to step into the role of preservation spokesperson.
2. Discuss how to communicate effectively with various audiences, such as elected officials, property owners, tenants, business interests, etc.
3. Explore best practices and tools for community engagement.
4. Identify and capitalize on opportunities to promote historic preservation in their community.





### TOPIC 13 - Resources of the Recent Past

Across the country, construction from the 1950s, 1960s, 1970s, and even 1980s is now eligible for designation, yet many communities struggle with how to understand and manage these resources. From urban centers to small towns, recent past architecture tells the story of social change, technological innovation, and new planning perspectives. From housing to schools, to commercial buildings, participants will examine the driving forces behind recent past development patterns and the resulting design trends. Engaging with resources of the recent past can be the key to engaging new audiences and revitalizing preservation efforts. This topic examines why recent past resources are worth preserving as well as how commissions can advocate for them.

#### Learning Objectives

Participants will:

1. Identify the primary architectural styles of the recent past and connect styles to larger design trends.
2. Examine effective cases for saving these resources.
3. Explore how to craft local government preservation projects focused on resources of the recent past and how to incorporate them into preservation planning.
4. Discover how to utilize these resources to engage underrepresented and diverse audiences.

### Topic 14 - Specialty Topics

NAPC's exceptional team of CAMP Trainers cover a wide range of expertise. If you are interested in a topic that is not listed on the CAMP Menu, please ask us about specialty topics, some of which include:

- Diversity, Equity and Inclusion in Local Preservation
- Demolition by Neglect
- Reading Architectural Drawings
- Section 106 Review
- Social Media Strategies for Historic Preservation Commissions
- Conservation Districts

**\*CAMP Essentials** - It is strongly recommended to include the following CAMP Essentials, which cover the fundamentals of serving on a preservation commission

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- Standards and Guidelines for Design Review
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## **6 Topics | 3 Trainers**

### **In-Person Training - \$9,000**

Also includes:

- Pre-CAMP Planning Meeting with Trainers
- Trainer travel and honorarium
- CAMP Training Manual
- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
  - \$25 per additional attendee

### **Virtual Training - \$5,500**

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- CAMP Training Manual
- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
  - \$25 per additional attendee

## **4 Topics | 2 Trainers**

### **In-Person Training - \$6,000**

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- Trainer travel and honorarium
- CAMP Training Manual

- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
  - \$25 per additional attendee

### **Virtual Training - \$4,500**

Also includes:

- Pre-CAMP Planning Meeting with Trainers
- 60-day access to CAMP recording
- CAMP Training Manual
- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
  - \$25 per additional attendee

## **2 Topics | 1 Trainer**

### **In-Person Training - \$3,500**

Also includes:

- Pre-CAMP Planning Meeting with Trainers
- Trainer travel and honorarium
- CAMP Training Manual
- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
  - \$25 per additional attendee

### **Virtual Training - \$1,500**

Also includes:

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- 60-day access to CAMP recording
- CAMP Training Manual
- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
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## **1 Topics | 1 Trainer**

### **In-Person Training - \$2,000**

Also includes:

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- Trainer travel and honorarium
- CAMP Training Manual
- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
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### **CAMP “Add-on”**

- **Post-CAMP Meeting - \$2,500 (for both virtual and in-person CAMPs)**
  - Includes:
    - 1-hour focus meeting with CAMP Trainers
    - Collaborative follow-up report from CAMP Trainers