



## STATE OF RHODE ISLAND

### HISTORICAL PRESERVATION & HERITAGE COMMISSION

Old State House 150 Benefit Street Providence, RI 02903

Telephone 401-222-2678  
TTY 401-222-3700

Fax 401-222-2968  
[www.preservation.ri.gov](http://www.preservation.ri.gov)

## VIRTUAL HISTORIC DISTRICT COMMISSION (HDC) TRAINING

**Commission Assistance and Mentoring Program ([CAMP®](#))**  
**Led by the National Alliance of Preservation Commissions ([NAPC](#))**  
**Tuesday, January 30, 2024 from 6 - 9pm**  
**via Zoom**

Rhode Island law requires all HDC members to complete an approved 3-hour (or more) training program one time within two years of June 22, 2022 or within one year of a new appointment. Completion of this workshop will fulfill that requirement. The [Rhode Island Division of Statewide Planning](#) supports the training through funding from the U.S. Federal Highway Administration and R.I. State appropriations.

### TOPICS COVERED (see next page for details)

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

### REGISTRATION

Please register by completing this [online form](http://tinyurl.com/y93ydnvw) (<http://tinyurl.com/y93ydnvw>) by **Friday, January 5.**

### WHY ATTEND CAMP®?

In addition to expert training and HDC-focused topics, you'll meet HDC members from around Rhode Island. Attendees will receive free access to the online CAMP ToolKit and a free 1-year NAPC membership. This presentation qualifies for AIA and AICP continuing education credits: 3 AIA | 1 HSW | 3 AICP

### ALREADY FULFILLED YOUR TRAINING REQUIREMENT?

Priority will be given to first-time trainees. HDC members who have already completed training may register and will be invited to attend if numbers permit.

### CAN'T ATTEND THIS CAMP®?

Fulfill your training requirement by attending a "Conducting Public Meetings" virtual workshop led by RI Division of Statewide Planning (upcoming dates tbd).

### QUESTIONS?

Contact your HDC staff or email Sarah Zurier at [sarah.zurier@preservation.ri.gov](mailto:sarah.zurier@preservation.ri.gov)

## TOPIC DESCRIPTIONS FOR 1/30/24 VIRTUAL HISTORIC DISTRICT COMMISSION TRAINING CAMP

### ➤ **Legal Basics**

The strongest defense commissions have against accusations of arbitrary and capricious decisions is to consistently follow established review procedures. Customized for Rhode Island, 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**

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.

### ➤ **Meeting Procedures**

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**

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 and 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.

### ➤ **Standards and Guidelines for Design Review**

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**

1. Explore the *SOI Standards for Rehabilitation*.
2. Examine the 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.