

POTENTIAL OPTIONS FOR CHANGES TO THE HISTORIC PRESERVATION PROGRAM

1. PROCESS

	ACTION	STEPS NEEDED	PRIORITY (1-5, HIGH-LOW)
a.	Expand the categories of work that qualify for One Stop Shop (same day) permitting with prior HPC approval to include items such as fences, sheds, storm windows, non-structural rehabilitation (signs are already approved at One Stop Shop).	<ul style="list-style-type: none"> • <i>Coordinate with Building/Permits Department and publicize.</i> 	1 2 3 4 5
b.	Set aside a time each week when a historic preservation planner will be available to issue “one stop” preliminary approvals and public notice signs for applications eligible for administrative approval to reduce length of this process to approximately 10 days and reduce number of applicant return trips to the Planning Department.	<ul style="list-style-type: none"> • <i>Coordinate with Building/Permits Department and publicize.</i> 	1 2 3 4 5
c.	Provide option for digital submissions online.	<ul style="list-style-type: none"> • <i>Coordinate with Building/Permits Department and publicize.</i> • <i>Set up system to accept fees.</i> 	1 2 3 4 5
d.	Eliminate separate HPC applications and incorporate into existing Building/Zoning Permit application process, to reduce paperwork, time and fees.	<ul style="list-style-type: none"> • <i>Consider impact on other Departments (Engineering, Building, etc.), the overall review process, timing, and fee structure.</i> • <i>Coordinate with Permits Department and publicize.</i> 	1 2 3 4 5

e.	Eliminate 10-day public posting period for Administrative Approvals.	<ul style="list-style-type: none"> • <i>Verify legality with Legal Department.</i> • <i>Propose change to Section 423 of the Land Management Code to the Planning Commission and Mayor and Board of Aldermen.</i> 	1	2	3	4	5
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2. EDUCATION/OUTREACH

	ACTION	STEPS NEEDED	PRIORITY (1-5, HIGH-LOW)				
f.	Distribute a packet of information on the historic district to all new owners and businesses in the Historic District.	<ul style="list-style-type: none"> • <i>Prepare packet and coordinate distribution with realtors' associations, Chamber of Commerce, and the Downtown Frederick Partnership.</i> 	1	2	3	4	5
g.	Establish ongoing workshops/open houses and publications on topics such as the guidelines, the role of code enforcement, identifying character-defining features, materials, tax credits and the administrative approval process and to obtain feedback from residents, property and business owners on how the process is working.	<ul style="list-style-type: none"> • <i>Planning Department staff to establish program.</i> 	1	2	3	4	5
h.	Provide access to submitted application materials and staff reports online one week prior to the hearing.	<ul style="list-style-type: none"> • <i>Planning Department staff to coordinate.</i> 	1	2	3	4	5
i.	Continue to provide sample HPC applications to assist new applicants and update as needed.		1	2	3	4	5

j.	Conduct walking tours of completed projects approved by the HPC to provide examples to potential applicants.	<ul style="list-style-type: none"> • <i>Planning Department to coordinate and post photographs online.</i> 	1	2	3	4	5
k.	Conduct on-going surveys of applicants to identify issues, gauge progress and direct future improves to guidelines and procedures.	<ul style="list-style-type: none"> • <i>Prepare survey and include with all follow-up letters.</i> • <i>Implement follow up phone calls to augment the surveys above.</i> 	1	2	3	4	5
l.	Publish quarterly reports including summary of cases, approval statistics and average time to obtain HPC decision.	<ul style="list-style-type: none"> • <i>Establish tracking system to collect data on a regular basis. Distribute to HPC, NACs, Mayor and Board of Aldermen, email list and publish on website.</i> 	1	2	3	4	5

3. GUIDELINES

	ACTION	STEPS NEEDED	PRIORITY (1-5, HIGH-LOW)				
m.	Obtain Mayor and Board approval of proposed revisions to the Frederick Town Historic District Design Guidelines, which will bring greater predictability and consistency to the HPC review process.	<ul style="list-style-type: none"> • <i>Obtain Mayor and Board approval.</i> 	1	2	3	4	5
n.	Conduct a survey of the historic district to allow for greater predictability in determining which properties are contributing and which are non-contributing so applicants have an better understanding of whether the proposal will be judged “strictly” or “less strictly” as provided the Guidelines.	<ul style="list-style-type: none"> • <i>Seek Certified Local Government grant from the Maryland Historical Trust.</i> 	1	2	3	4	5

o.	Continue to support “modern” materials such as Hardie Plank siding for additions and new construction, where appropriate.	<ul style="list-style-type: none"> • <i>Begin research on modern materials that are appropriate alternatives to in-kind materials that meet both the historic integrity of the district and offers flexibility in meeting the needs of the applicant.</i> 	1 2 3 4 5
p.	Continue to apply leniency where portions of a building are not visible from a public street.		1 2 3 4 5

4. LEGISLATIVE/POLICY

	ACTION	STEPS NEEDED	PRIORITY (1-5, HIGH-LOW)
q.	Ensure that all members of the HPC are qualified as defined by the criteria in State law and City Code, have a diversity of relevant experience and are a majority historic district property owners.	<ul style="list-style-type: none"> • <i>Continue to provide criteria checklist to appointing body.</i> • <i>Set up formal interview system.</i> 	1 2 3 4 5
r.	Ensure that all positions on the HPC are filled so if there are unexpected absences, the process is not delayed for applicants.	<ul style="list-style-type: none"> • <i>Publicize vacancies and encourage Mayor and Board of Aldermen to appoint applicants in a timely fashion.</i> 	1 2 3 4 5
s.	Strengthen enforcement of property maintenance code/demolition-by-neglect so properties do not become derelict and require extensive/expensive repairs. Promote maintenance as preservation.	<ul style="list-style-type: none"> • <i>Coordinate with Code Enforcement.</i> • <i>Address through education and outreach efforts.</i> 	1 2 3 4 5

t.	Create specific slot for downtown merchant/business owner on the HPC (who must also meet the “demonstrated special interest” requirement) to ensure representation of the business community in the HPC’s decision-making.	<ul style="list-style-type: none"> Establish policy and coordinate with Mayor and Board of Aldermen. 	1	2	3	4	5
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5. FINANCIAL

	ACTION	STEPS NEEDED	PRIORITY (1-5, HIGH-LOW)				
u.	Create loan program to assist qualified low and moderate income homeowners in the historic district to pay for certified exterior rehabilitation work.	<ul style="list-style-type: none"> Planning Department to research model programs. Propose legislation to Mayor and Board of Aldermen. 	1	2	3	4	5
v.	Reduce or eliminate application fees (ex. Consider eliminating fees for amendment applications submitted within one year of the original application).	<ul style="list-style-type: none"> Propose to Mayor and Board of Aldermen. 	1	2	3	4	5
w.	Attach local property tax credit brochure and application form to every application (a simple one page application).	<ul style="list-style-type: none"> Update brochure and distribute. 	1	2	3	4	5

6. HPC TRAINING

	ACTION	STEPS NEEDED	PRIORITY (1-5, HIGH-LOW)
x.	Continue to fulfill Certified Local Government-mandated yearly training for Commission members.	<ul style="list-style-type: none"> Continue to attend yearly training as provided by the Maryland Historical Trust, Preservation Maryland, Maryland Association of Historic District Commissions and the National Alliance of Preservation Commissions as they become available. 	1 2 3 4 5
y.	Conduct retreats throughout the year for Commission members to review past cases to establish greater consistency, review hearing tapes to assess the clarity of discussion and motions and to identify potential negative conduct as well as to assess the effectiveness of procedures and guidelines.		1 2 3 4 5
z.	Historic Preservation Commission and Mayor and BOA field trips to observe how other Historic Preservation Commissions conduct their meetings.	<ul style="list-style-type: none"> Planning Department to establish program. 	1 2 3 4 5
aa.	Establish mandatory training and observation period for new Commission members before eligible to vote.	<ul style="list-style-type: none"> Planning Department to establish program in coordination with the Maryland Historical Trust. 	1 2 3 4 5