



# City of Cambridge

DEPARTMENT OF PUBLIC WORKS

PLANNING & ZONING

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## **Community Meeting about the Historic District Design Guidelines**

The City of Cambridge Historic Preservation Commission will conduct a public meeting on **Wednesday, January 24, 2018 at 6:00 p.m.** at City Council Chambers, 305 Gay Street. The following items are on the agenda for this meeting:

### **Meet & Greet:**

- Introduction of Commissioners and Staff

### **Presentation of the Design Guidelines:**

- General ideas for the Content; Purpose of the Design Guidelines
- Presentation of the main chapters headlines; Guidelines Outline
- Explanation of review process and Guidelines approval

### **Review of Public Survey:**

- Impressions and comments; review of key questions
- Input from the public
- Analysis of survey responses (if available)

### **Comments:**

- From the public on what they would like to see being addressed
- From Staff and Commissioners on the timeline and publication

# HPC Design Guidelines – Schedule

## January 19, 2018

Nov. 27 ——— RW to provide outline list of Survey questions to be sent to Home owners & contractors (for HPC & staff review and input)

Nov. 29 ——— Work Session with HPC (discussion of issues with current HP Guidelines & review of draft Survey outline)

**Dec. 1 ——— Target Date**

————— Survey Draft sent to be reviewed by HPC & Staff

————— Comment back to staff Dec. 7

**Dec. 11 ——— Target Date**

————— Send finalized Survey out (consider 25days for feedback, 15 days for compiling; 7 weeks total – Jan. 29)

**Dec. 19 ——— Meeting – Tentative 6 pm**

————— Regular HPC meeting (possible discussion about Guidelines at 6pm)

**Jan. 15-19** ——— Advertise Community Meeting for date during Jan. 24<sup>th</sup> – send out email blast

**Jan. 18 ——— Meeting – Tentative 6 pm**

————— Regular HPC meeting

**Jan. 24 ——— First Community Meeting**

Announce HP Guidelines revisions to Community, feedback (from public) Council notified via email.

**Jan. 29 ——— Target Date**

Results of Survey compiled and published on City's website – Send out email blast

**Feb. 15 ——— Meeting – Tentative 6 pm**

Regular HPC meeting

**Feb. 19 ——— Target Date**

Issue of First Design Guidelines Draft (for HPC to review)

**March 2 ——— Target Date**

HPC comments to staff by noon

**March 12-14 ——— Meeting/Target Date**

HPC complied comments to HPC prior to meeting

HPC Comments due; work session to review RW to attend via phone - skype

**March 15 ——— Meeting – Tentative 6 pm**

Regular HPC meeting

**March 19 ——— Target Date**

Issue of Second Design Guidelines Draft (for HPC to review)

Post on the web after HPC review

**March 29 ——— Second Community Meeting**

Community written comments due

## **April Work Session**

- April 16**      **Target Date**  
Final Draft of Design Guidelines to HPC
- April 19**      **Meeting – Tentative 6 pm**  
Regular HPC meeting
- April 23**      **Target Date**  
Final HPC reach consensus
- April 30**      **Target Date**  
Report goes to Maryland Historic Trust
- To May 15**      (45 working days review period from MHT  
(May 15)      MHT Target Date to submit Draft)
- May 17**      **Meeting – Tentative 6 pm**  
Regular HPC meeting
- June 21**      **Meeting – Tentative 6 pm**  
Regular HPC meeting
- July 2**      **Target Date**  
Staff + RW receives comments from MHT and integrate into Report
- July 19**      **Meeting**  
Regular HPC meeting
- July 23**      **Meeting**  
Updated Design Guidelines to City Council
- August 6**      **Target Date**  
Council Comments are due; staff + RW integrate feedback into comments
- August 13**      **Target Date**  
HPC and MHT take last look at updated report
- August 27**      **HPC Guidelines to CC for Approval and Adoption**
- Aug. 28 to 31**      **Target Date**  
RW and DPW produce Final Design Guideline report
- September 15**      **Target Date**  
Publication of Cambridge Historic District Revised Design Guidelines