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. 24th – 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)

**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