

**HISTORIC PRESERVATION COMMISSION  
PROPOSED 2015 WORK PLAN**

**MISSION STATEMENT**

Promote historic preservation by protecting existing historic districts and landmarks; designating new historic districts and landmarks; and educating property owners about historic preservation ordinance and design guidelines.

The work plan described below is in addition to those activities that are responsive to applications for regulatory processing.

GOALS, total # of Goals = 2	COUNCIL APPROVED	COMPLETION DATE	ESTIMATED COST			FUNDING SOURCE	CITY STAFF REQUIRED & # HOURS	LEADER
			OPERATING	CAPITAL	TOTAL			
<b>GOAL 1:</b>								
Increase Efficiency.								
<b>Objectives:</b>								
1. Streamline approval processes where possible through quick Ordinance amendments to allow for administrative approval of driveways and unhealthy landscaping, prohibit vinyl siding on the front of structures, exclude LED and other lighted signs, and provide a link in the HPC Ordinance to City Code definition of dangerous building.		To HPC May 27, 2015 and to Council by June 23, 2015					5 hours	Staff
2. Development of mothball light standards. HPC Members will work on this and staff will wait for information from HPC members.		Dec-15					20	HPC
3. Exploration of requiring mothballing as an enforcement action. <i>Completed - an email was sent to the hearing officer making him aware that mothballing is an option to consider in housing court cases for historic district properties</i>		Apr-15					.5 hours	Staff
4. Fee review to determine reducing or eliminating fees and the exploration of a dedicated funding stream.		Dec-15					5 hours	Staff
5. Explore requiring local landmark application for any structure that is eligible for listing and received funding from the City. <i>Suggestion will be provided to the Economic Development Department.</i>		Aug-15					.5 hours	Staff
<b>GOAL 2:</b>								
Increase Positive Public Outreach.								
<b>Objectives:</b>								
1. Produce educational materials in the form of reference sheets compiled in a packet to handout and make available online.		Dec-15					36 hours	HPC & Staff
2. "Road Show" with presentations on the value of historic preservation and preservation techniques and videos on the City web site		Dec-15					30 hours	HPC & Staff
3. Speaker at the annual Landlord Training to cover historic preservation. <i>Completed</i>		Mar-15					6 hours	HPC
4. Identify funding for renovation Assistance in local historic districts. <i>Completed - exterior program in place to be launched later this spring.</i>		Feb-15					4 hours	Staff
5. Schedule a historic preservation educational session with a focus on the economic benefits of historic preservation (possibly Donovan Rypkema).		Dec-15					2 hours	Staff & HPC
6. Create a pictorial index of locally designated historic districts and landmarks to establish a baseline and assist in the enforcement by using community-based historic preservation support.		Dec-15					30 hours	HPC
7. Have Historic District map with addresses clearly labeled on the City's website.		Dec-15					5 hours	Staff
<b>TOTALS - ALL GOALS (cost) (staff hours)</b>		<b>2015</b>					<b>144</b>	<b>HPC &amp; Staff</b>