## **Historic Designation Process**

Written nomination received from owner or other party, request for evaluation, OR demolition requested. Staff

reviews current research/information and updates, or prepares, a Maryland Historical Trust (MHT) research form. An evaluation is scheduled for HDC review. The staff report and recommendation with the MHT form is distributed to the commissioners, property owner, and HDC web site one week before the HDC meeting. Notification is sent to addresses within 500 feet of the property, and a sign is posted at the property. Historic District Commission (HDC) considers the application at a public meeting. A brief staff report is followed by owner and public testimony. After the public record is closed, the HDC will deliberate and formulate its recommendation and findings. The HDC finds that the property fails to meet any of The HDC finds that the property meets at least one the criteria for historic designation, and the evaluation of the criteria for historic designation, and the is complete and the property will not be designated. recommendation is conveyed to Mayor and Designation process ends. Council (M&C). Request for authorization to file Sectional Map Amendment submitted to M&C. M&C fail to authorize filing of the Map M&C authorize filing of the Historic District (HD) Map Amendment. Application filed with Amendment. Designation process ends, the City Clerk's Office. and HD zoning is not approved. The Planning Commission considers the application at a public meeting, reviewing the HDC recommendation and considering applicable master plans with regard to the proposed change in zoning to HD. After a brief staff report and public comments, the Planning Commission closes the public record and deliberates. Their recommendation is conveyed to the M&C. M&C conduct Public Hearing, with a brief staff report and public testimony. The public record is typically held open for an additional time period; a schedule is set for M&C deliberations at future meeting. Discussion and Instructions (D & I) to Staff. M&C consider testimony and recommendations. M&C instruct staff to prepare the ordinance to grant M&C instruct staff to prepare a resolution to deny the Sectional Map Amendment. HD zoning is the application. HD zoning is not approved. Designation process is ended. recommended. M&C votes to adopt the ordinance to grant Sectional Map Amendment; HD zoning is applied.