



# FREDERICK COUNTY GOVERNMENT

## DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Jan H. Gardner  
County Executive

Steven C. Horn, Division Director  
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### MEMORANDUM

**TO:** Historic Preservation Commission  
**FROM:** Amanda Whitmore, Historic Preservation Planner  
**DATE:** August 31, 2022  
**RE:** FY 2023 Commission Training and CLG Training Grant

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#### Issue:

How does the Commission want to expend the Certified Local Government (CLG) training grant?

#### Background and Discussion:

It is a requirement for all Maryland CLG's that Commission members attend at least one educational training per year, pertaining to the work and functions of the Commission or to historic preservation generally. Therefore, Frederick County applied for and was awarded a CLG Training and Education grant in the amount of \$1,500 to cover these expenses for FY23. The funds must be used by June 30, 2023.

Staff has a couple of suggestions on how to expend the grant funds for the Commission to consider.

1. Use a portion of the funds to cover everyone's registration costs for the PastForward National Preservation Conference. This is a virtual conference from November 1-4, 2022 with both live and pre-recorded sessions. Attendees will receive recordings of the live sessions if they are unable to attend. PastForward will be exploring three themes: Historic Preservation is Climate Action, Encouraging Inclusion and Diversity Through Preservation, and Understanding Preservation's Role in Real Estate Development. Registration costs prior to September 26 are \$125 per person. Additional information about the conference is included as [Attachment 1](#).
2. Remaining grant funds could be used towards a National Alliance of Preservation Commission's (NAPC) CAMP training. NAPC offers a variety of training topics ([Attachment 2](#)). The Commission may decide to select one-topic, one-trainer, or two-topic, one-trainer. Staff suggests contacting the City of Frederick and New Market staff, since they have HPCs, to determine their interest in partnering.
3. All grant funds go towards NAPC CAMP trainings. Staff would still suggest contacting the City of Frederick and New Market to determine their interest in participating.

#### Attachment

Attachment 1: PastForward National Trust Conference Information

Attachment 2: NAPC CAMP Training Courses



National Trust *for*  
Historic Preservation®

## ATTACHMENT 1



### Join Us, Virtually

PastForward will be fully online with low registration rates and new formats to make this year's conference accessible for as many people as possible.

### Registration is Open

Register by September 26 for the best rates!

**REGISTER TODAY**

Registration  
Nov. 1-4 Schedule  
On-Demand Sessions  
FAQs  
Code of Conduct

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**C**elebrate the power of place and join thousands of preservationists and preservation lovers at the nation's premier conference for those who work to save, sustain, and

interpret historic places. The virtual conference will build on and expand the inclusivity of the two previous virtual conferences.

To provide an inspiring and engaging gathering for an expansive preservation movement, [PastForward Online 2022](#) will offer a variety of [new formats](#) [Link: /pastforward-registration] to complement the cutting-edge content presented by dynamic speakers. There will also be several ways participants can network with colleagues from across the movement while having interactive experiences to deepen our understanding of current preservation practices.



**Get email updates and**

**reminders.**

#### **SIGN UP**

You'll be among the first to know important PastForward Online 2022 news and updates.

## **Moving From Vision to Action**

We'll be exploring three themes: [Historic Preservation is Climate Action](#), [Encouraging Inclusion and Diversity Through Preservation](#) and [Understanding Preservation's Role in Real Estate Development](#) [Link: /pastforward-theme] .

Through thought-provoking educational sessions and engaging networking events, you'll have the chance to connect with others on topics that matter to you. Advocates and architects, city planners and historic site directors, students and elected officials, commissioners and main street directors—if you have a role in preserving the places that made America and sustain its people, you'll find a home at PastForward.

## **National Preservation Awards**

Join thousands of preservationists and preservation allies at the National Preservation Awards Ceremony on Friday, November 4, during PastForward Online 2022. This event will stream right here and on YouTube. No registration required!

The [National Preservation Awards](#) [Link: /awards] are bestowed upon distinguished individuals, nonprofit organizations, public agencies, and corporations whose skill and determination have given new meaning to their communities through preservation of our architectural and cultural heritage.

## Sponsors

Thank you to our 2022 sponsors who have made a commitment to supporting the conference, to ensure we can provide attendees the best experience possible. Without their participation, PastForward Online 2022 would not be possible!

[Richard H. Driehaus Foundation](http://www.driehausfoundation.org/) [Link: <http://www.driehausfoundation.org/>] — National Preservation Awards Sponsor

[African American Cultural Heritage Action Fund](#) [Link: /african-american-cultural-heritage] – Encouraging Inclusion and Diversity Through Preservation Track Sponsor

[Advisory Council on Historic Preservation](https://www.achp.gov/) [Link: <https://www.achp.gov/>] —Session Sponsor

[Alexander Company](https://alexandercompany.com/) [Link: <https://alexandercompany.com/>] —Session Sponsor

[Indow](https://indowwindows.com/) [Link: <https://indowwindows.com/>] —Session Sponsor

[National Trust Community Investment Corporation](https://ntcic.com/) [Link: <https://ntcic.com/>] – Session Sponsor

[Unico, Inc.](https://www.unicosystem.com/) [Link: <https://www.unicosystem.com/>] —Session Sponsor

## Updates

AUGUST 31, 2022

[Advocacy Needed! Carry the Historic Preservation Message to Capitol Hill](#)

AUGUST 30, 2022

[Deadline Approaching: PastForward Diversity Scholarship Program](#)

AUGUST 24, 2022

[Special Events in November](#)

[SEE ALL UPDATES](#)

ATTACHMENT 2





## **What is CAMP®?**

The Commission Assistance and Mentoring Program (CAMP) is the signature training offered by National Alliance of Preservation Commissions (NAPC). CAMP® is led by qualified preservation professionals in support of local preservation commissions and the NAPC mission to *“build strong local preservation programs through education, advocacy, and training.”*

The goal of CAMP® is to provide high-quality, engaging and informative training to preservation related boards and commissions of all types through presentations, hands-on exercises, group discussions and networking (mentoring) opportunities. Trainers include commissioners, local, state and national staff members, attorneys and commission partners.

## **Who Attends CAMP?**

CAMP is designed to provide continuing education and support to local design review commissions and Main Street organizations, their staff and partners, such as neighborhood organizations, local and statewide non-profits, community leaders and public officials. Sessions are customized for the state or local community, where applicable.

## **How to Plan a CAMP:**

For more information please email us at [director@napcommissions.org](mailto:director@napcommissions.org) or call NAPC at 757-802-4141. Call us to customize your CAMP®. Tell us a little about you, your community and local issues and we'll help you decide which CAMP and which individual sessions will work best for you. CAMP® is offered in the following formats:



**CAMPCore®:** This is a daylong, or two consecutive half-days, event with three trainers who cover the basics that every commission needs to be effective. Topics may include Chair Training, Legal Basics, Meeting Procedures, Building Public Support, Reading Plans, Identifying and Designating Historic Resources, Standards & Guidelines, and Hands on Design Exercise.

**CAMPCustom®:** This is a daylong, or two consecutive half-days, event with three trainers who cover the sessions of your choice. This is for clients who either have already had CAMPCore® or receive this training locally and need more “advanced” topics. Clients choose any 5 general sessions and 1 workshop from the CAMP Menu with the guidance of the NAPC staff and trainers.

**CAMPOne®: One Presenter, One Focus.** This is a 1 to 3 hour session with one trainer. Choose any one topic from the CAMP Menu or request a specific topic and/or speaker. This is ideal for those looking for a conference speaker or for a community that has a burning issue that needs to be addressed quickly.





## General Sessions

### 1. DESIGN REVIEW

#### 1.1 Envisioning Infill Design

The Secretary of Interior Standards call for new construction to be differentiated but compatible. But what does that really mean? How close can you go without running afoul of the Standard's warning against creating a false sense of history? Likewise, how, truly modern can you go and still be compatible? There is a wide spectrum of compatibility and most communities fall somewhere between these two extremes. This session will help you to find your community's place on this spectrum. It is especially useful for commissions that have few architects/designers, do not have frequent infill applications or are struggling with infill review.

##### Learning Objectives

Participants will:

1. Understand how to mentally translate flat plans into 3D buildings.
2. Be aware of common pitfalls with infill designs.
3. Break down historic building design to understand what makes for appropriate infill design.
4. Begin to create your own infill philosophy.

#### 1.2 Standards and Guidelines

This workshop gives participants an understanding of the relationship between Federal Standards and local design guidelines. Workshop leaders will guide participants through the origin and development of a variety of preservation-based review standards and guidelines. Through case studies, participants will distinguish between the four treatments under Secretary of the Interior's Standards and understand how the treatments work within the framework of local design guidelines. Participants will also compare the application and the inherent flexibility of the Secretary of the Interior's Guidelines for Rehabilitation.

##### Learning Objectives

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Participants will:

1. Have a working knowledge of the evolution of design guidelines in preservation theory.
2. Understand the four treatments under Secretary of the Interior's Standards and how they can influence design guidelines.
3. Apply the inherent flexibility of the Rehabilitation Standards and understand where there is discretion.
4. Discover where to locate additional design guideline resources.

## 2. PROCEDURES & PROCESSES

### 2.1 Legal Basics

The strongest defense commissions have against accusations of arbitrary and capricious decisions is to consistently follow established review procedures. Customized for each state, this workshop covers the legal basis for commission operation. Workshop leaders will provide an overview of procedural due process, takings, appeals, property rights, and economic hardship. Participants will examine common preservation legal issues and acquire tools to improve decision-making and build a defensible record.

#### Learning Objectives

Participants will:

1. Distinguish between how the law enables and how the law constrains.
2. Be familiar with common preservation legal issues.
3. Acquire tools to improve decision-making.
4. Acquire tools to build a defensible record.

### 2.2 Legal Ethics

Accountable for their actions in the communities they serve, commissioners are routinely faced with ethical dilemmas. Workshop leaders will address commissioner responsibilities to the community and to the profession, as well as standards of professional conduct. The discussion will focus on widely accepted standards and practices for accurate, honest and forthright interactions with other commissioners, elected officials, staff, applicants, and the general public.

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### Learning Objectives

Participants will:

1. Recognize a commissioner's role. Identify and discuss ethical issues encountered by commissions.
2. Identify and utilize widely accepted standards and practices for interactions with other commissioners, elected officials, staff, applicants, and the general public.
3. Acquire tools to improve decision-making.
4. Acquire tools to build a defensible record.

### **2.3 Meeting Procedures**

How a local commission conducts its meetings is critical to maintaining its credibility and reputation. It is also critical to avoiding legal challenges. In this session, participants will learn to work within the legal framework of state law and local statutes and how to establish clear rules of procedure to ensure a defensible decision-making process. Beyond legal considerations, participants will learn how professionalism, courtesy and consistency build support for the commission and its work.

### Learning Objectives

Participants will:

1. Operate a meeting consistent with state and local statutes, ordinances and regulations which govern meeting procedures in their community.
2. Conduct meetings with professionalism, consistency and courtesy to all persons involved to maintain the reputation and credibility of their community's preservation program.
3. Adopt, adhere to and amend as needed rules of procedure to accomplish a clear and defensible decision-making process.
4. Recognize the need for regular reevaluation of their commission's meeting procedures.

## **3. ESSENTIAL STRATEGIES**

### **3.1 Preservation Planning for Local Commissions**

A preservation commission is most effective when its work is a part of the larger local planning process. Good planning can also strengthen



grant applications and bring in money to the community. Using successful plans from around the country, this workshop covers the essential elements of preservation planning and how to integrate preservation as part of a broader planning effort -- not just an addition to it. The workshop will involve an overview of Certified Local Government benefits and responsibilities for preservation planning. Working with various types of plans and data requirements, participants will learn innovative techniques to involve the community and stakeholders; explore successful implementation techniques to assign responsibilities and to track performance measures.

#### Learning Objectives

Participants will:

1. Clarify programmatic agreement requirements for Certified Local Governments and relationship to National Park Service mandates.
2. Discern which types of plans are appropriate to address desired goals and outcomes, as well as common pitfalls to avoid.
3. Define data requirements for planning efforts and identify opportunities for data sharing.
4. Discover innovative techniques to involve the community and stakeholders.
5. Explore successful implementation techniques to assign responsibilities and track performance.

### **3.2 Identifying and Designating Historic Resources**

Every preservation commission faces issues of determining what resources can and should be protected through local designation. This session deals with all aspects of identifying and designating resources. Topics include conducting historic resource surveys and using the information collected to determine eligibility for designation, drawing and defending district boundaries, and the legal aspects of the designation process.

#### Learning Objectives

Participants will:

1. Understand why documenting historic resources is the critical foundation for a successful local historic preservation program.
2. Understand how to conduct a historic resources survey and use the information to determine what resources should be protected through local designation.
3. Understand the process for designating a local historic district, including drawing defensible boundaries, assigning a preservation "value" to individual buildings within the district, and making the case for designation to various constituencies.
4. Understand that the designation process must follow the legal requirements set forth in the local ordinance.

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### 3.3 Preservation Incentives & Benefits

The days of grants are essentially gone, so how can commissions assist owners of historic properties? Tax incentives continue to be a major incentive for rehabilitation in many communities. Learn the basics of the Federal Rehabilitation Tax Credit program, including what projects qualify and what requirements apply. Participants will also learn about other programs and how to develop and establish local incentives for historic properties.

#### Learning Objectives

Participants will:

1. Discuss the importance of setting clear goals when developing local incentives.
2. Identify historic tax credits, easement, and abatement incentives offered by the state that could support historic preservation projects.
3. Explore innovative local programs in other communities, including zoning and process-incentives.
4. Learn about opportunities for local funding or incentive programs and how to advocate for them.

### 3.4 Building Public Support

Historic preservation commissions tend to get bogged down in the day-to-day administration of its local ordinance and forget that one of its major responsibilities is to be effective spokesmen for historic preservation in its community. This session helps participants communicate effectively with a wide range of audiences, build support for designations, defend sometimes unpopular decisions and deal with reluctant elected officials. Workshop leaders will also offer creative suggestions for promoting historic preservation in the community.

#### Learning Objectives

Participants will:

1. Communicate effectively with various audiences, such as elected officials, property owners, tenants, business interests, etc.
2. Speak knowledgeably about their own preservation program, including the application review process, ordinance review standards, and benefits and responsibilities of designation.
3. Identify and capitalize on opportunities to promote historic preservation in their community.

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### 3.5 Mid Century Resources for Local Commissions

Across the country, construction from the 1950's and 1960's is now eligible for designation, yet many communities struggle with how to understand and manage these resources. However, recent resources may be the key to engaging new audiences and revitalizing preservation efforts as well as building better local government and planning. Receive an introduction to the architecture & design of the Era and gain the tools to engage new audiences.

#### Learning Objectives

Participants will:

1. Receive a general overview of why the Mid-Century Architecture and social history is significant from urban centers to small towns.
2. Understand and articulate effective cases for saving these resources.
3. Learn how to craft local government preservation projects focused on the Mid-Century era and how to incorporate them into your preservation planning.
4. Learn how to utilize these resources to engage underrepresented and diverse audiences.

### HANDS-ON WORKSHOPS

#### W.2 Design Review Exercise

Working in small groups, participants will practice design review with a simplified application and set of design guidelines. Participants will determine what questions they would want to ask of the applicant and explore a potential motion. Appropriate for both seasoned professionals and new commissioners, this session provides opportunities to learn from each other in a lively and fun format.

#### Learning

##### Objectives

Participants  
will:

1. Recognize the roles and objectives of the participants in the design review process: commissioner, property owner, staff, members of the public and design professional.
2. Articulate an appropriate design review response in conformance with established guidelines.
3. Recognize that a number of design solutions may be possible within the review standards.
4. Develop confidence in future decision-making and in building a defensible record.

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