



FREDERICK COUNTY GOVERNMENT

DIVISION OF PLANNING & PERMITTING

Livable Frederick Planning & Design Office

Jan H. Gardner
County Executive

Steven C. Horn, Division Director
Kimberly Golden Brandt, Director

MEMORANDUM

TO: Historic Preservation Commission
FROM: Amanda Whitmore, Historic Preservation Planner
DATE: September 22, 2022
RE: FY 2023 NAPC CAMP Training

Issue:

Does the Commission agree to the National Alliance of Preservation Commission's (NAPC) CAMP trainings as outlined below?

Background and Discussion:

Last month the Commission discussed their preference in spending the \$1,500 CLG Training and Education grant. The group unanimously asked for NAPC CAMP trainings. Staff has worked with the City of Frederick's historic preservation staff to coordinate a joint training with the two Commissions.

The City of Frederick's Commission is limited to the days they can have trainings or presentations to the fifth Thursday of the month. There are only a few months with a fifth Thursday remaining before the June 30 deadline to expend the grant funding: December 29, March 30, or June 29. March 30 was recognized as the best date to hold the joint training. Additionally, the City has taken several CAMP trainings already and recommended the following two topics:

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.

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.

To save cost, we have proposed a hybrid training model in which the trainer is virtual, but the Commissions will be together in person. County staff supports these two topics and holding the joint training on March 30.

By partnering with the City and hosting the trainer virtual, there is additional grant money available for one more NAPC CAMP virtual training. Staff recommends the Commission consider the following topic as their additional training.

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.

If the Commission is agreeable to an additional training day, Staff will work with NAPC staff to find potential dates and share those with the Commission at a future meeting.

Recommendation

Staff recommends the Commission agree to the NAPC CAMP trainings as outlined.