

HISTORIC OVERLAYS & NEIGHBORHOOD EXPECTATIONS



The Waverly-Belmont neighborhood leaders join Mayor and Councilman Sledge to officially sign the ordinance for their neighborhood conservation zoning overlay.

The process for exploring a potential historic overlay (Historic Preservation Zoning Overlay, Neighborhood Conservation Zoning Overlay, Historic Landmark or B&B Homestay) and eventually going through the formal process is a neighborhood driven effort. The MHZC is here to assist with information and to guide neighborhoods through the process; but success depends on the hard work of the neighborhood. It's important to remember that an overlay is not something the government imposes on property owners but instead something that owners agree has value to them and they are willing to work towards obtaining it. This document is to provide expectations of the neighborhood, an important consideration in determining if you would like to move forward with the overlay process.

FIRST STEPS

Initial steps if you think your neighborhood would like to explore the possibility of a historic overlay:



1. Contact councilmember to be sure that they will be supportive.
2. Contact MHZC to ensure the area qualifies
3. Host an informational meeting and invite MHZC to present.

Supporters of the Waverly-Belmont Neighborhood Conservation Zoning Overlay attend the Planning Commission public hearing.

EXPLORING THE POSSIBILITY

If there appears to be support in your neighborhood to pursue an overlay and your councilmember agrees:

1. Put together a team of volunteers who are willing to take on different tasks such as coordinating block captains, managing social media, and working with neighborhood leaders, such as churches or local developers. This team should work out a community-engagement plan for the overlay process. For instance, what is the best way to disseminate information in your neighborhood? Through local churches, websites or other? What is going to help property owners attend meetings? Providing food or activities for children, for instance? And do not forget to plan an event or activity to celebrate the results of the process.



A block captain attends an informational meeting for the Inglewood Neighborhood Conservation Zoning Overlay.

The block captain concept has worked well in most neighborhoods but is only one tool available to a neighborhood. Captains typically go door-to-door in an assigned area in the neighborhood to answer general questions, provide contact for specific questions, let people know about meetings, gather input, and gauge support.

- a. The MHZC has an example of a block captain handbook created by one of the existing overlays that could be revised for your neighborhood.
 - b. The MHZC can put you in touch with other neighborhood leaders who have gone through the process and can share lessons learned and advice.
 - c. The block captains, and other interested property owners, typically attend and sometimes speak at the public hearings.
2. Obtain an Architectural Resource Survey. This can be done in one of two ways:
 - a. Obtain a list of approved consultants from the MHZC and pay for a professional survey.
 - b. Create a group of volunteers who agree to receive training from the MHZC to conduct and coordinate the survey and accompanying research.
 3. Host at least one informal meeting in your neighborhood for the MHZC to provide information about what the overlay. The results of the first meeting, one-on-one interactions with property owners, or your



Property owners attend an informational meeting for the Eastdale Neighborhood Conservation Zoning Overlay.

councilmember will let you know if additional meetings are needed.

4. Keep neighborhood informed. Use multiple means to let people know about meetings and keep them informed on the progress of the overlay.
5. Solicit volunteers to speak and attend public hearings with the MHZC, Planning Commission and Council.



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6. Funding. The MHZC does not have an application fee and does not have funding for the architectural resource survey or the notice requirements, so these costs should be considered by the neighborhood before beginning the process. MHZC can cover the cost of postage for the MHZC notice; however, the neighborhood will have to actually print and process the mailing.

The Planning Commission has an application fee that your councilmember may be able to waive. They will also have fees associated with notice for the Planning Commission meeting and the Council public hearing that will be determined based on the number of properties inside the proposed boundaries and within a certain number of feet of the proposed boundaries.

THE FORMAL PROCESS

If you find that you have strong support for an overlay, discuss with your councilmember the possibility of filing the application. Once an application has been filed there will be:

1. One MHZC public hearing to adopt design guidelines and make a recommendation to Council;
2. One Planning Commission public hearing to make a recommendation to Council; and
3. Three readings with Council. The second one will be a public hearing.