

## Ad Hoc Landmarks Ordinance Review Committee Schedule

		PART A		PART B	PART C
		LORC	STAFF / CONSULTANT		
June 2017	Meeting 1: organizational meeting with staff	Become familiar with historic district sections and district designation documents; tour the districts and photograph character		Research previous surveys & historic statements & city documents. Identify areas needing more research/surveys	Identify partners in planning process
July					Develop public engagement strategy
August	Meeting 2: discuss issues and ordinance standards with consultant team	Research other communities' standards as case studies. Attend meeting with LC to discuss issues with ordinance		Analyze existing surveys & context statements & prioritize future survey work	Meet with LC to present draft public engagement strategy & finalize
September		PLAN KICK OFF MEETING		PLAN KICK OFF MEETING	PLAN KICK OFF MEETING
October		Consultant and staff to facilitate a series of public meetings related to each historic district			Seek public input on community values & solicit local history information (October - December)
November				Conduct intensive survey associated with prioritization. Review with LC & WHS.	Meet with Advisory Committee and LC to discuss community value statements (December - February)
December	Meeting 3: check in meeting with staff				
January 2018					
February	Meeting 4: check in meeting with staff				Analyze and evaluate historic preservation tools and discuss with Advisory Committee and LC
March					Seek public input on goals and objectives
April					Meet with Advisory Committee and LC to discuss goals and objectives
May	Meeting 5: check in meeting with staff			Public meeting with property owners in survey areas (if needed). Analyze findings.	
June		Develop analysis and draft recommended revisions to standards		Compile historic resources survey report. Meet with staff, WHS, and LC to review report.	
July		Attend meeting with LC to discuss analysis and recommend revisions			Seek public input on the implementation strategy
August	Meeting 6: analysis and recommended revisions discussion with consultant	Attend meeting with LORC to discuss analysis and recommend revisions			Meet with Advisory Committee and LC to discuss the implementation strategy
September	Meeting 7+: LORC review of recommended revisions (continue meeting every two weeks as needed)	Staff will update consultant on LORC activities until completion			
October					Analyze all findings and draft Historic Preservation Plan
November	When LORC has completed their review, the consultant and staff will attend the Common Council meeting when the revised ordinance is reviewed for adoption in Fall/Winter 2018				
December					Seek public input on the draft Historic Preservation Plan
January 2019					Meet with LC to discuss draft Historic Preservation Plan and finalize
					Present final Plan to LC and other committees
					Attend Common Council meeting where Plan considered for adoption